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The Mac Product Experts

Power Guide:

Mac OS X Hints

VOLUME TWO

Mac OS X Hints

The Insiders' Tips You Won't Get from Apple

Create Subgroups in Address Book

In both Panther (OS X 10.3) and Tiger (OS X 10.4), Address Book supports *nested* groups. That is, you can create a group and then place that group within another group. This is a great way to combine lists of people whom you occasionally need to contact en masse.

For instance, assume that you have two existing groups—Family for your relatives, and Friends for, well, your friends. If you sometimes invite all these people to parties, then with each invitation, you'd have to put both group names into your new Mail message's To field. You can save time by creating a third group in Address Book.

Click on the plus sign (+) under the Group column and name your new group "Friends and Family." Now drag both groups, Family and Friends, into the new group. To reach the whole gang, you can now simply address a new message to "Friends and Family."

In Panther, subgroups are basically like aliases in the Finder—when you delete one from a group, its original entry remains. Tiger, however, gives you choices: it lets you either remove the subgroup from the group or delete the subgroup *altogether*; so be careful.

Search Smart in Mail

In Apple's Mail, search options seem needlessly limited—you can search either all mailboxes or the current mailbox, but nothing in between. Here's a quick way to search exactly where you'd like.

Start by selecting the mailboxes you want to check: 1-click to pick noncontiguous mailboxes, or shift-click to pick contiguous ones. If you're running Panther, click on the magnifying glass next to the search box. When you do, you'll see that the top section of the pop-up menu now reads Search Selected Mailboxes. In Tiger, there's no pop-up menu. Instead, if you run a search after selecting multiple mailboxes, Mail will search only those mailboxes.

Avoid Account Mix-ups in Mail

If you use Mail to check more than one e-mail account—your work and your personal accounts, say—chances are you've sent messages from the wrong account by accident. Mail is actually trying to help you when it causes this annoying mistake. Normally it notices which mailbox is currently selected, and it uses this as your default sending account when you create a message. The mishaps begin if you work with your inbox selected so you can see all your mailboxes in one consolidated view. In that case, Mail uses whatever *message* is selected to determine the sending account.

You can, of course, select the correct account from the Account pop-up menu whenever you create a new message. You can save a bit of time, though, by making sure you've selected the proper account or message before you start a new message.

Get Creative with Pages' Table Cells

When you're working with tables in Apple's new word processor, Pages, you can resize cells by drag-

continues

ICON BY PAUL HOWALT

UNIX TIP OF THE MONTH

Save Time Navigating Directories

If you spend much time in Terminal, you probably know how much of a pain it can be to switch directories. For instance, if you want to do something in your user folder's Pictures folder, you type `cd ~/Library/Pictures`. If you finish what you're doing, close Terminal, and then want to go back, you have to type the path all over again.

Terminal does have some useful shortcuts. You can use the up arrow to access recently used commands, you can create an alias pointing to often-used directories, and you can use tab autocompletion to finish what you're typing (for more details, see macworld.com/0526). You can also use a bash shell variable called `CDPATH`.

Think of `CDPATH` as a directory-switching cheat sheet. It provides a list of directories in which the `cd` command will look for the directory you specify. (The command will look only within the specified directories, not the subdirectories thereof.) You give the command a list of directories, separated by colons. For example, if you often switch to both your Home folder and your Library folder, type this:

```
CDPATH=".:~:~/Library"
```

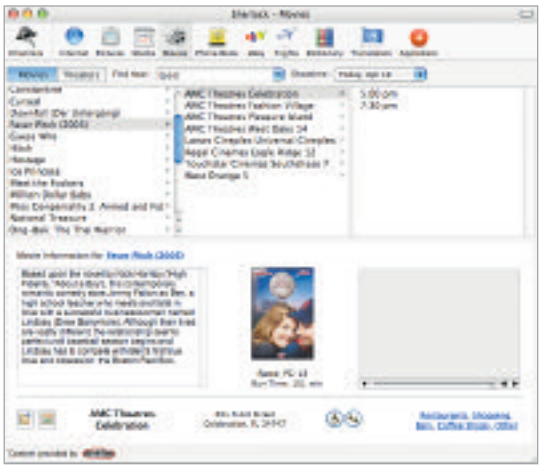
The first dot means "within the current directory." The tilde (~) is the shortcut for your Home folder, and `~/Library` will look within your Library folder for matches.

Type the command and press enter. Now you can search for directories in those places without retyping the entire path again and again. For instance, type `cd Preferences` and press enter. Terminal responds with the name of the directory into which it's switching:

```
cd Preferences
/Users/robg/Library/Preferences
```

If you'd like this command to become a regular part of your Terminal environment, add it to your .bash_profile file, which lives in your Home directory. Type `pico ~/.bash_profile` and enter the `CDPATH` command you'd like to use. (You can add as many directory paths as you want; just separate each path with a colon.) To save your work, press control-O and then press enter. Press control-X to exit pico. The next time you open a Terminal window, you'll be able to use your newly created shortcuts.

Show Me the Movies By entering the name of a landmark in the Find Near field of Sherlock's Movies tool, you can find films playing nearby, even if you don't know precisely where you are.



ging either the horizontal or the vertical dividing bar. Just click on the divider and then drag it.

Here's a trick to open up some more creative cell sizing: try holding down the option key before you click on a divider. Instead of selecting the entire divider, Pages will highlight only the portion of the divider associated with the nearest cell. You can now drag and reposition this portion of the divider. No longer are you constrained to tables in which every cell in a column or row must be the same width or height; you can have a large image in a cell that's directly above a narrower cell, for instance. This allows you to get very creative with the look of your tables.

Note that this technique won't work on all cells. A row must be of a certain minimum height before you can move portions of the horizontal divider (you may have to increase the whole row's height first). Also, some borders may not be movable, depending on how they're positioned relative to other lines. Still, by using option-drag, you can create some very free-form tables.

Slim Down iPhoto's Window

iPhoto 5's new bottom toolbar is a great time-saver—if you've got a big screen and you run iPhoto in a large window. But if you shrink the iPhoto window so you can multitask in other applications, the toolbar icons that don't fit vanish to a subtly marked pop-up menu.

If you prefer a smaller iPhoto window but still want to see all the toolbar icons, two tricks can help. Your first option is to hide the Source column. Locate the small dot on the bar that divides it from the photo-viewing area. Then drag the dot to the left. The Source column will vanish, providing more toolbar space.

Another option is to remove the icons you rarely (or never) use. Some icons can't be disabled, but you can see the ones that can (and others you may not have discovered) by selecting Share: Show In Toolbar. If you don't have a .Mac account, for instance, make sure the HomePage and .Mac Slides options are disabled.

Don't ever e-mail images from iPhoto? Toss that option. When you're done, you may find that you have room to add an additional button, such as Send To iDVD, and still see the full toolbar on screen.

Find Movies Anywhere with Sherlock

Sure, the latest *Star Wars* release is old news, and the next *Harry Potter* movie is still on the horizon, but if you'd like to spend $9 or so on a couple of hours of wide-screen entertainment, Sherlock's Movies tool is quite handy for finding theaters and show times in your area. By default, the Find Near field uses the address from your card in Address Book. If you've entered your address there, the Movies tool will display a list of locally playing movies without your having to do a thing.

But what if you're traveling with your laptop? You know what city you're in (I hope), but you may not know the lay of the land. Sherlock's Find Near search has a couple of features that can help. First, you can search by landmarks—not everything is in there, but many big names are. A search for *Space Needle*, for instance, shows you movies in Seattle; *Disneyland* nets you the Anaheim, California, area; and *Epcot* will get you a list of theaters near Disney World's Epcot in Orlando, Florida (see "Show Me the Movies").

The real power of the Find Near field comes from its ability to work with zip codes—just enter the one you're in, and you'll see a list of all the local theaters. Between the zip code and landmark searches, there's no reason not to go to the movies tonight—unless, of course, there's nothing worth seeing. □

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ICON BY PAUL HOWALT

CHECK IT OUT

Peekaboo Calendars

Apple's calendar application, iCal, lets you set up as many calendars as you'd like. This is a great way to organize your tasks. You can create separate calendars for home, work, travel, and so on, as you need them. However, if you view the calendars all together, the picture can get pretty cluttered with events.

Of course, you can disable any calendar by deselecting it in the Calendars column. But here are some tricks that will make disabling and enabling multiple calendars somewhat easier.

To hide all calendars, 1-click on any currently visible calendar's check box. If you 1-click on any hidden calendar, you will bring all currently hidden calendars into view. Finally, if you 1-option-click on any calendar, you will show just that calendar while hiding all others. This is probably the most useful shortcut, as it allows you to see the specific calendar you're focusing on at the moment.

Mac OS X Hints

Change the default column order in list-view windows, relocate applications from the Dock, manage your Mail recipients list, always send Windows-friendly attachments from Mail, modify graphics from Terminal, and combine multiple PDFs into one.

Relocate Applications from the Dock

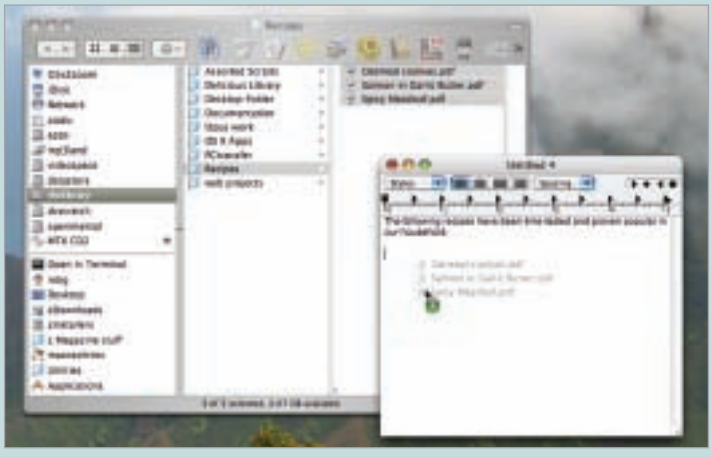
If you like to download and try out lots of shareware and freeware, you probably put the apps in a special downloads folder (or just leave them on the desktop) until you decide whether they're keepers that belong in your Applications folder. And when you've found a program worth hanging on to, you probably quit the program, switch to the Finder, and start moving windows around to file the program away. Here's a little time-saver for next time: Assuming that you've put the app in the Dock for easy access, you can simply 1-click on its icon in the Dock and drag it to your Applications folder (or any folder you choose). Release the mouse button, and you've moved the file. (You can also move an open application, whose icon automatically appears in the Dock, but it's always safer to quit the app first; otherwise, it might not open when you next launch it.)

CHECK IT OUT

Merge PDFs into One Document

If you have a folder full of single-page PDFs—say, a collection of your favorite recipes—that you'd like to make into one large document, Apple's Preview app can't help you. But TextEdit offers an easy way to do the job. Launch the app and make sure you've got a blank window to work with (File: New). Next, make sure you're working with a Rich Text Format (RTF) document by selecting Format: Make Rich Text. Switch back to the Finder and open the folder containing your PDFs. If you'd like them in a certain order, drag and drop them one at a time onto the TextEdit window. But if you have a series of PDFs in numerical or some other order, set your PDF folder to View: As Columns, and then select all the PDFs in the folder (1-A). Drag and drop them into TextEdit, and they'll flow in the order in which they appear in the column-view window (see "Merge Ahead").

Once you've combined everything in the TextEdit document, select File: Print. Then click on the Save As PDF button, give the file a new name, and click on the Save button. To pull off the trick of combining a number of multipage PDFs, you'll need a third-party tool; check out MonkeyBread Software's free Combine PDFs (www.monkeybreadsoftware.de), an application that makes combining single and multipage PDFs a snap.



Merge Ahead Joining a series of one-page PDFs is easy—just create a new TextEdit document and then drag and drop your files from the Finder.

Manage Autofill of Recipients in Mail

You may have noticed that Mail seems to recognize some people when you start entering a name or e-mail address and completes the address for you—but that's not always a positive thing. For example, even after a friend has changed her e-mail address, Mail keeps showing the old one—despite the fact that you've updated her Address Book entry. Or you get a list of 20 entries when you start typing Dave, Susan, or another common name. Why? Mail remembers all the addresses of people to whom you've sent previous e-mail messages. To tidy things up, open Window: Previous Recipients, and you'll see a list of everyone to whom you've sent messages—regardless of whether they're in your Address Book. Here you can easily remove people from Mail's internal list. You might want to start cleaning up the list by sorting by Last Used, highlighting older entries you don't want anymore, and then clicking on the Remove From List button (the delete key won't work for this). This list is also a quick way to add new names to your Address Book, and to search for someone when you know you've sent a message to that person but you can't recall his or her e-mail address.

Send Windows-Friendly Attachments in Mail

Are you a lone-wolf Mac user in an office full of Windows PCs? If so, you may get tired of always having to tell Mail to send Windows-friendly attachments (it's a check box at the bottom of the Attachments dia-

log box). Forget to select it, and you'll confound your Windows recipients, who will see multiple attachments to your message (Mail causes this by sending the file's data fork and its resource fork).

There's an easy workaround, and it's hiding in plain sight—just select Edit: Attachments: Always Send Windows Friendly Attachments when you don't have a new message window open (the option will be grayed out if you do). From now on, all attachments will default to Windows-friendly mode. After you choose this option, if you attach files to e-mail messages going to Mac users, the missing resource fork may render the attachment unusable for those recipients. In those cases, deselect the Send Windows Friendly Attachments option that appears when you click on the Attach icon.

Change the Column Order for List View

If you rely on list-view windows on a daily basis, you may have discovered a limitation of the Finder. While it's quite possible to choose which columns you want new list-view windows to display (just use View: Show View Options or type 1-J), you can't control the order in which those columns appear. That is, if you prefer to see Size to the left of Date Modified, for example, you can drag the columns into that order for the window you're viewing—but the change isn't global, so you'll have to do it again every time you open a list-view window. Here's how to work around this limitation.

The first thing you need to do is set global list-view options. So open a folder in list view, select View: Show View Options, make sure it's set to All Windows, and then pick a few columns to show—just make sure you change something. This ensures that the file you're about to edit has all column headers in it.

Next, navigate to *your user folder*/Library/Preferences folder, make a backup of the com.apple.finder.plist file, store the backup somewhere safe, and drag the original file onto the TextEdit application icon. Now press 1-F to bring up the Find box, type `StandardViewOptions`, and press enter. TextEdit will highlight that string in a line that reads `<key>StandardViewOptions</key>`.

This is the section of the file that controls the default look for list, icon, and column views. If you scroll down just a bit, the first section you'll see should be for list view, and it starts with a line that reads `<key>Nlsv</key>` (see "The Key to Listing Happiness"). Below that, you'll see eight separate `<dict>` sections. Each one of these sections represents a list-view column; the value below the `ColumnPropertyID` key identifies the column. The eight possibilities are `dnam` (Name), `phys` (Size), `kind` (Kind), `modd` (Date Modified), `ascd` (Date Created), `labl` (Label), `shvr` (Version), and `cmmt` (Comments).

To rearrange the default column order, you need to cut the entire sections from `<dict>` to `</dict>`, and then paste them in the order in which you'd like them displayed. For example, to see the Label column after the Name column (Name must be the first column), scroll down to the `<dict>` section that has the `labl` key and cut the entire section, including the opening and closing tags. Now scroll back up to the top of the `StandardViewOptions` section, and paste the `labl` section directly below the closing (`</dict>`) tag for the `dnam` section. Arrange the other sections as you like; note that sections with a `ColumnVisible` key of `0` are those you've chosen not to see, so there's no reason to reorder them.

When you're done editing, save the file and quit TextEdit. To see your changes, you'll need to restart the Finder. You could log out and log in, or use Activity Monitor (Applications/Utilities) to quit the Finder, and then click on its Dock icon to relaunch it. When you do, you should find that all list-view windows open in your preferred column order. □

The Key to Listing Happiness By rearranging these `<dict>` blocks in the Finder's preference file, you can control the default order of columns in list-view windows.

ICONS BY PAUL HOWALT

UNIX TIP OF THE MONTH

Scale Graphics and More in Terminal

There are tons of Mac OS X–compatible tools for manipulating graphics, from the top-of-the-line Adobe Photoshop to Lemke Software's much simpler Graphic Converter—but sometimes these tools are overkill for the task at hand. For instance, if you simply want to scale a folder of images down to 120 pixels wide for the Web, you could launch Photoshop, go into batch-processing mode, and get the job done. However, there's an even quicker alternative—take advantage of Unix's `sips` (scriptable image processing system) command. Open Terminal, change to the directory containing the images (type `cd` and a space, and then drag the image folder into Terminal and press enter), type `sips --resampleWidth 120 *.jpg`, and press enter. Want to flip an image horizontally? Try `sips --flipHorizontal file name`. Rotate a picture 235 degrees clockwise? Type `sips --rotate 235 file name`. Convert a TIFF to a normal-quality JPEG? Use `sips --setProperty format jpeg --setProperty formatOptions normal input_file.tif --out output_file.jpg`.

There's much, much more you can do with sips; to learn about it, type `sips --help` and `sips -H` in Terminal.

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Mac OS X Hints

The Insiders' Tips You Won't Get from Apple

See Dashboard Widgets without Clicking

Dashboard is amazingly handy, but it does have some annoyances. Having to click on the big plus sign (+) to bring up the Dashboard bar is one of them. But a little-known (and undocumented) keyboard shortcut can help you out. After activating the Dashboard (the default shortcut on most computers is F12), just press 1-equal sign (=) to bring up the Dashboard bar. Press the combo again to make the bar vanish. Unfortunately, you can't activate the widgets without resorting to the mouse.

Customize Tiger's PDF Print Services

When you press 1-P to print in Tiger, you'll notice that the Print dialog box sports a new PDF disclosure triangle. Click on it and you'll see a series of Automator actions that you can apply when creating your PDF. The Compress PDF option, for example, slims your PDF file by compressing the graphics.

What's cool about this is that you can easily modify the system-provided actions—or create your own.

The system-provided workflows live in the root-level /Library/PDF Services folder. Just double-click on any workflow to open it in Automator. (You may want to duplicate the file first in case you decide to go back to the original version.) Make the changes you want, and then use File: Save to save the modified workflow. The next time you print, you'll be able to access your modified workflow from the PDF menu. For example, you could modify the Compress PDF workflow to move the Quality slider to a more balanced position (see "Modifying the Workflow").

Modifying the Workflow It's easy to customize Apple's PDF workflow actions. Here we're modifying the Compress PDF workflow to apply less compression to JPEG images.

To use your own workflows, create a PDF Services folder in the */your user folder*/Library folder. Use Automator to create the desired workflow, and then save it to the newly created folder. Your workflow will appear at the bottom of the PDF pop-up menu, below the system-provided workflows.

Avoid the New Mail Account Wizard

When you create a new account in Mail 2.0, a wizard walks you through all the steps. But sometimes you don't want or need the wizard's help—for example, if you're adding an account you've had for ten years and you know its settings by heart.

In those cases, just hold down the option key when you click on the plus sign (+) in the Accounts section of Mail's preferences. You'll get a blank account. Fill in the fields on the right, and you're done.

Access the Clipboard from Terminal

Although you can use the mouse to highlight, copy, and paste text between Terminal (/Applications/Utilities) and other OS X applications, you can also access the Clipboard directly via the Unix commands pbcopy and pbpaste. Why use the Unix commands instead of the mouse? Consider `ls -al`, a command that offers a directory listing of a particular folder, including its ownership and permissions. You may want to e-mail the output to your IT person to troubleshoot a problem you're having. If you were using the mouse, you'd first run the command and then highlight its output on screen (scrolling up

ICONS BY PAUL HOWALT

TOTAL TIGER UNIX TIP

Paste File Paths Fast in Terminal

Prior to Mac OS X 10.4, inserting the path to a file or folder in Terminal without typing it—for example, to edit a deeply buried preferences file—required a multistep process. You had to start typing in Terminal (for instance, `pico`), press the spacebar, switch to the Finder, navigate to the file in question, then drag and drop it on the Terminal window. It was often easier to just type the path to the file.

But Tiger includes a new timesaving trick—simply copy the file or folder in the Finder, switch to the Terminal, and use the Paste command. The full path to the chosen object will appear.

Say, for example, you want to open a nested folder in Terminal. Make sure the folder is selected in the Finder. Press 1-C to copy it, switch to Terminal, type `cd` followed by a space, and then press 1-V to paste in the path. You can open a selected file directly in the editor by following the same steps using `pico`.

and down as necessary). Next you'd press 1-C to copy the selection to the Clipboard, and then you'd paste it into a document or e-mail message.

If you use pbcopy, however, the process is much simpler and faster. Just type ls -al | pbcopy. This command creates the directory list (ls -al), and then sends the list to the pbcopy command, courtesy of the pipe (the vertical bar [|]). On screen, you won't see any output from your command. But if you switch to your e-mail program and press 1-V, the directory listing will magically appear.

Wipe Out Preview's Slide-Show Controller

The Preview app in Tiger has some nice enhancements its predecessors lack, including basic support for PDF forms and for annotating PDFs. It also lets you view multipage PDFs in a slide show (just press 1-shift-F). When you do, you get an on-screen slide-show controller (see "Under Your Control"). But if the controller is covering some of the PDF's contents—or if you just find it distracting—you can get rid of it.

While in Slideshow mode, click on the second icon from the right to make your PDF fill the screen. To remove the toolbar, just click outside it—the toolbar will come back if you move the cursor over the image, so you may want to click beyond the PDF's boundaries. Once you've hidden the controller, you can use the left- and right-arrow keys to move backward and forward through the PDF.

Move (Don't Copy) Files between Disks

If you have more than one hard drive or partition in your Mac, you're probably well aware that dragging an item from one volume to another copies it instead of moves it. If moving is what you're after, you then have to go back and delete the original.

Here's an easier way to achieve the same result: start the process as usual (click and drag the item), but before you release the mouse at the destination, hold down the 1 key. Release the mouse button, and the Finder will copy the file from the source to the destination and delete the original.

Disable Guest Access to Your Mac

In the pre–OS X days, an easily accessible option let you disable guest access to your computer with Personal File Sharing running. With the advent of OS X, however, that easy option vanished—now anyone can connect to your machine and see what's in your Public folder (even if it's just your Drop Box, someone can exploit it to add a file to your computer secretly).

If you want to close this security hole, here's how to disable guest access. Open Terminal and type cd /Library/Preferences. You'll be editing a system-level preferences file, so make a backup of it first by typing the following:

```
sudo cp com.apple.AppleFileServer
.plist com.apple.AppleFileServer.bak
```

In Tiger, .plist files are now binary, which means you can't easily edit them—the trade-off for a tremendous speed boost. Luckily, Apple includes a command-line utility that makes it easy to convert the binary files to text (and back), which is what you'll do now. Type this command:

```
sudo plutil -convert xml1 com.apple.
AppleFileServer.plist
```

This will convert the binary file into XML. Next, use a Unix text editor such as pico to edit the file. Open the file by typing sudo pico com.apple.AppleFileServer.plist and providing your password

continues

Under Your Control This handy controller appears when you view a PDF in Preview's Slideshow mode. Unfortunately, it can sometimes get in the way. To hide it, just click on an area outside the slide show. Moving the mouse will restore the controller.

CHECK IT OUT

Revert to Old System Preferences

In Mac OS X 10.4, Apple has integrated Spotlight into almost every aspect of the OS. But in some cases, such as with System Preferences, it replaces shortcuts that were already perfectly functional—and sometimes more efficient. Here are two ways to reclaim your old shortcuts:

1. Return the Toolbar to System Preferences

Tiger's updated System Preferences application adds a nice feature—the integration of Spotlight searching, which highlights results as you type. However, it also takes away one very useful feature—the customizable toolbar where you could store often-used preference panes for quick access. If you prefer the old way, there is a relatively simple solution: use the previous version of the application.

If you installed Tiger using the Archive & Install option, you'll find the previous System Preferences application in your /Previous System/Applications folder. Give it a new name (for example, Old System Prefs) to avoid overwriting the new version, and then copy it to your root Applications folder. When you launch the program, you'll get basically the same view you do with the new application, plus you'll have the toolbar to work with. What do you lose? For one thing, you'll no longer see the integrated Spotlight search box. The Spotlight panel relocates to the Other section. Apart from these changes, the application is fully functional—and you'll have the toolbar again.

2. Navigate System Preferences via the Keyboard

One of the other niceties in the prior version of System Preferences was the ability to open any pane quickly by typing a few letters of its name and then pressing the spacebar: typing E-N-spacebar opened Energy Saver; Q-spacebar opened QuickTime.

In the new version of System Preferences, those keystrokes appear in the Spotlight menu. That's fine for newcomers to the Mac, but if you know what you're doing and want the old navigation method back, here's the secret:

Open your Keyboard & Mouse preferences, click on the Keyboard Shortcuts tab, and make sure the All Controls option is enabled in the Full Keyboard Access section. You can now skip the Spotlight assistance in the main panel by simply pressing the tab key. Unfortunately, System Preferences doesn't retain this behavior between sessions, so you'll have to press tab each time you start it up.

OS X 101

The Many Faces of Get Info

One thing that seems to change with each major OS X revision is the functionality of the Get Info window and its cousin, the Inspector. These windows display all sorts of useful information on the selection, such as actual size, comments, ownership and permissions, languages, and more. True to form, as of OS X 10.4, things have changed again. So here's a recap and an overview of how the Get Info and Inspector windows work in Tiger:

Get Info The Get Info (1-I) window is static; once you've opened it for a selection, that window will always display information on that selection, regardless of any new selections you may make in the Finder. If you have multiple items selected in the Finder when you press 1-I, you'll get a separate window for each item.

However, you can only open ten separate Get Info windows at a time. Select 11 or more items and you'll get one summary Get Info window for all of them. You can opt for this summary behavior, regardless of the number of items selected, by pressing 1-control-I, which changes the Finder's menu item to Get Summary Info.

The Inspector In Tiger, the Inspector window (1-option-I) is dynamic. It will always reflect the current Finder selection—regardless of how many items you've selected. You will only see one Inspector window on screen. This saves you the trouble of having to open multiple windows if you need to check several different items quickly.

Of all the iterations of Get Info and the Inspector, Tiger's makes the most sense: you can either get individual information windows or a summary window, depending on which menu item you choose. About the only thing you can't do is open more than ten Get Info windows—but most people don't have a monitor large enough to display them anyway.

The 411 The Get Info pane and the Inspector both give you insight into the contents and details of a selected file. Now they work even smarter in Tiger.

No Guests Allowed If you're paranoid about security, disable File Sharing's guest access mode. Once you've turned it off, this dimmed-out Guest button will greet any visitors, letting them know your machine is reserved for registered users only.

when asked. Press control-W to search, type `guest`, and press return. You should see these lines:

```
<key>guestAccess</key>
<true/>
```

Change `true` to `false`. To save the file, press control-O and then enter; to exit, press control-X.

The last step is to convert the .plist file back into binary form. Type the following command:

```
sudo plutil -convert binary1 com.apple.AppleFileServer.plist
```

To make your changes take effect, you need to restart file sharing. You could do this in the GUI, of course (in the Sharing preference pane), but since this is a Unix hint, here's the command-line solution:

```
sudo killall -HUP AppleFileServer
```

Now when someone tries to connect to your computer, the Guest option won't be available (see "No Guests Allowed").

Use Page Scrolling in Safari and Mail

Both Mail and Safari seem to suffer from the same scrolling bug (or is it a feature?). The page-up and page-down keys don't seem to work in the very places they'd be most useful.

In Mail, for example, if you have a long list of messages, you can't scroll through them by pressing page up and page down—those keys affect only the messages displayed in the preview pane, not those in the message list. And in Safari, if you're viewing your Bookmarks or History, page up and page down don't work at all.

But for both applications, a hidden keyboard shortcut can save you some scrolling time. Press and hold the control key before pressing page up or page down. You'll get page-at-a-time scrolling.

Easily Edit Smart Mailboxes in Mail

With Tiger, Apple has incorporated smart folders into many areas of OS X—the Finder, Address Book, and Mail, to be precise. Smart folders are a great way to consolidate information according to a set of rules you create. For example, you can create a smart mailbox—Mail's version of the smart folder—containing only messages received in the last week that had attachments.

To edit a smart folder, you normally control-click on it and then choose Edit Smart Folder from the contextual menu. (In the Finder, you open the folder and then click on the Edit button). In Mail, though, you can take a shortcut: just double-click directly on the smart folder's icon and you'll jump to edit mode.

Recognize Speech in Less Space

If you use OS X's Speech Recognition feature, you're quite familiar with the floating bubble that manages the process. Unfortunately, if you're working on a small screen, the floating bubble often seems to be located exactly where you don't want it (see "Down in Front"). There's an easy solution, though. Minimize the speech bubble. Just double-click on the gray lines in the bottom half of the controller, and the bubble will glide into the Dock.

Don't worry—Speech Recognition will still work just as well. In fact, the icon even updates when you press the speech activation key and speak.

Control the Finder's File Sort Order

If you used a Mac in the pre–OS X era, you probably

continues

ICON BY PAUL HOWALT

Down in Front The speech bubble controls OS X's Speech Recognition feature. On the downside, it also often controls what you can see on your screen. But you can minimize the window to the Dock by double-clicking on it.

learned the tricks of the trade for controlling the Finder's file-name sort order. For instance, if you added a tilde (~) at the front of a file name, that file would jump to the end of the list in List view. Similarly, adding a space or underscore at the front of a file name would move the file to the top of a list.

In OS X, though, the rules have changed. The special characters that moved files to the end of the list in OS 9 move them to the front of the list in OS X. So what can you do if you want a certain file or group of files to appear at the end of a list? If you're running OS X 10.3 or 10.4, you could use the Labels feature to assign a label to each file, and then sort by label. But you may not want to look at colored file names all day long.

The less colorful solution is to use one of four special characters at the front of the file's name: µ (*mu;* option-M), π (*pi;* option-P), Ω (*omega;* option-Z), or (the Apple-logo character; shift-option-K). Placing any of these characters at the start of a file's name will force that file to the end of the list, in the order shown (pi is first in line and the apple logo is last).

Banish the Dock without Killing It

Do you hate OS X's Dock? Although you can with relative ease kill the Dock for good, you'll lose a number of other services if you do, such as Exposé, the 1-tab application switcher, changeable desktop pictures, and more.

A much better solution is to make the Dock invisible. You can do this by positioning the Dock at the top of the screen (yes, the top) and then hiding it. But how do you do this, since the Dock preferences only let you position it on the left, bottom, or right?

To start off, make sure that the Dock isn't hidden (Apple Menu: Dock: Turn Hiding Off). Launch Terminal and type `defaults write com.apple.Dock orientation-string top`.

After you press enter, nothing seems to happen. To move the Dock to its new home, you need to restart it by typing `sudo killall dock`. When you press return, the Dock should vanish, and then reappear at the top of the screen (the Dock autorestarts when you quit it). The last step is to enable Dock hiding again via the Apple menu.

The Dock is now hidden above your menu bar, and you'll find that it's nearly impossible to activate it accidentally with the mouse. To do so, you have to hover in a very thin region just below the menu bar—or press 1-option-D to unhide the Dock. If you ever want the Dock back in its usual position, just choose a position from the Apple Menu's Dock option, and the Dock will return to the chosen location without requiring a restart.

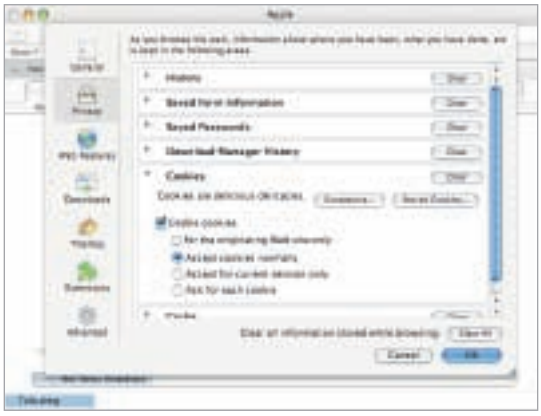
Spend Less Time Folding Sheets

Sheets are dialog boxes that gracefully slide out of a window's title bar (see "Neat Sheets"), instead of floating freely in their own window. Their opening and closing animation is a thing of beauty. It's also a huge time-waster when you consider how many times you'll open and close various sheets in a day's work.

You can make your machine feel much, much faster with a simple command in Terminal. Launch Terminal and type `defaults write NSGlobalDomain NSWindowResizeTime .001`.

This command changes the amount of time used to display a sheet's animation from the default of two-tenths of a second (0.2) to one-thousandth of a second (0.001). In other words, sheets will appear and disappear instantly. To put the change into effect, quit and restart any running applications. After you do, test the change by calling for the Print sheet (1-P) in TextEdit, and notice that it simply appears and disappears when closed—no more animation.

You can also experiment with slower sheet displays—try using a value of 1.5 or 2.0 instead of 0.001. While this setting isn't one you'll want to keep (unless you enjoy working very slowly), it will show you the incredible detail in the animation. Once you're done admiring it, rerun the command with your 0.001 value to get back up to speed. □



Neat Sheets Sheets are dialog boxes that are attached directly to windows, as in this example of the Firefox browser's preferences. With a little effort, you can greatly speed their display.

Senior Editor ROB GRIFFITHS is the author of *Mac OS X Power Hound, Panther Edition* (O'Reilly, 2004), and runs the Mac OS X Hints Web site (www.macosxhints.com).

Mac OS X Hints

The Insiders' Tips You Won't Get from Apple

Light Up Your Desktop

The Desktop tab of the Desktop & Screen Saver preference pane contains a Solid Colors option—just in case you're sick of the gorgeous full-color images and patterns Apple provides. At first glance, it looks as though you have 10 colors to pick from, but there are actually 11: if you click to the right of what appears to be the last color (Solid Mint), you'll set your desktop to solid white.

Why might you want a white desktop? It's possible that you just like white, of course, or maybe you want a neutral background behind a screenshot. But one interesting use of this setting is as an additional light source for an iSight. If you've ever tried conducting a video chat in a dimly lit room, you've probably noticed that your face takes on a blue cast (from the standard Aqua background). Set the desktop to all white, though, and you'll not only add light to the room but also prevent yourself from turning blue in the face.

Group Movies with iPhoto Smart Albums

Apple's iPhoto (part of the iLife '05 suite, $79; www.apple.com) isn't just for photos anymore—it can also store most movie clips. Given the program's organizational strengths, this is a great way to keep track of those 30-second snippets you record with your digital camera. Here are a couple of ways to use iPhoto 5's skills to organize your clips further.

Movie Magic Using this special smart album, you can easily collect all your movie clips in iPhoto 5—clips marked with the Movie keyword *and* unmarked clips.

First, iPhoto automatically attaches the keyword Movie to imported movie clips. That makes it easy to use a smart album to find movies. Just select File: New Smart Album, or press 1-option-N. Give the album a name, and set the three pop-up menus to read Keyword Is Movie. Click on OK when you're done, and you'll have a new smart album that contains all marked movies.

But what if you've been playing around with keywords and you've unmarked some imported movies? In that case, you can modify the smart album to find movies by their file type as well. Control-click on the smart album and select Edit Smart Album from the contextual menu. In the sheet that appears, click on the plus sign (+) next to the first rule. Create a new rule and set the conditions to Filename Contains .avi (including the dot). Click on the plus sign again and create new versions of this rule, changing just the file-name portion each time—add a rule for files ending in *.mov*, *.mp4*, and *.mpg*. You need each file to match only one of these conditions, so go to the Match pop-up menu at the top of the sheet and select the Any option. Click on OK (see "Movie Magic"). This revised rule will find *all* the movies in your iPhoto database.

Quickly Size iPhoto Thumbnails

If you're an iPhoto 5 user, three keyboard shortcuts can save time and make iPhoto more responsive. In Edit mode, press 0, 1, or 2 to change the zoom level

CHECK IT OUT

Extend Safari's History

Safari's History menu lets you easily revisit sites you've seen recently. The key word here is *recently*—by default, Safari stores the last 100 sites visited within the last seven days. But if you'd like to keep a longer history, you can. With Terminal, it's easy. Quit Safari and launch Terminal (/Applications/Utilities). Type this command: `defaults write com.apple.Safari WebKitHistoryItemLimit 9999`.

Press return. Then type this command and press return: `defaults write com.apple.Safari WebKitHistoryAgeInDaysLimit 365`.

The first line tells Safari to remember 9,999 items; the second tells it to remember things for up to a year. That's it. Now you'll find that your history file just keeps growing and growing and growing.

One caveat is that large history files can really slow Safari down. To set a different time period, just change the `365` in the second line to a smaller number of days you'd like to record in your history, and reduce the number of items to a level that suits your browsing habits. For instance, 30 sites a day for 90 days would be 2,700 entries.

Sunshine Stickies If you have a bit of time and an image-editing program, you can free yourself from pastel-hued Stickies notes.

of your image—0 zooms the image to the largest size that will fit in the window, 1 makes one pixel on your screen equal to one pixel in your image, and 2 makes two pixels on your screen equal to one pixel in your image (a 2× zoom, in other words).

You can also use these shortcuts in normal Browse mode, though the keys have different effects. Pressing the 0 key produces very small thumbnails. Pressing the 1 key sets each image's thumbnail size to fill the available space. Pressing the 2 key displays thumbnails at their native resolutions (240 pixels in either height or width). This last shortcut offers a huge speed boost; when iPhoto displays thumbnails at their native resolutions, it doesn't have to waste time scaling them, so thumbnails appear very quickly.

Change the Stickies Widget's Colors

Tiger's Dashboard application lets you instantly access a number of useful utilities (Apple calls them widgets), including weather, stock charts, iCal events, and more. One of the included widgets is Stickies, a Dashboard version of the longtime Mac application.

While the widget is great, you may tire of its pastel tones (accessed by clicking on the small letter *i* in the lower right corner of the note). Luckily, they're quite easy to change, although you'll lose some of the stock colors when you add your own. To do so, you'll need an image-editing program, such as Lemke Software's GraphicConverter or Adobe Photoshop, that supports PNG images.

In the Finder, navigate to the top-level /Library/Widgets folder. Control-click on the Stickies widget and choose Show Package Contents from the contextual menu. In the new window that opens, navigate into the Images folder. Here you'll find each of the colors used in the Stickies widget.

You'll need to decide which color you don't mind losing. If you want to change the default Stickies color, use the yellow.png file; otherwise, choose a color that you don't use very often. Once you've decided on a color, drag and drop it onto the desktop to create a copy. (Leave the Finder window open; you'll use it again shortly.) Duplicate the file on your desktop by pressing 1-D, and keep the duplicate copy in a safe location. You'll need this backup if you ever decide to revert to the original color.

Next, open the original image in your image-editing program. Here you can do basically anything you want—add gradients and text, for instance (see "Sunshine Stickies"). Once you're done editing, save the file back to the desktop, using the same name as the original and applying the PNG format.

Switch back to the Finder. Drag and drop your modified file into the still-open Images folder. When you do so, the Finder will tell you that you can't move the item because you can't modify the Images folder. Click on Authenticate. When asked, choose to replace the original file. Enter your password when prompted.

And that's it. Reactivate Dashboard by pressing F12. Click on the plus sign (+) in the corner of the screen to bring up the Dashboard bar. Drag the Stickies widget off the bar to create a new Stickies instance. Click on the *i* button to turn the Stickies note over,

continues

ICONS BY PAUL HOWALT

UNIX TIP OF THE MONTH

Make Terminal Output More Humane

There are three very handy Unix commands for looking at the stuff on your drive. If you delve into Terminal (/Applications/Utilities) at all, you're probably familiar with `ls`, which lists the contents of a folder. But you may not be aware of `df`, which reports on total disk-space utilization, and `du`, which shows disk usage at the folder level.

Though each of these tools is useful in its own right, they don't necessarily present the output in the most user-friendly format. Consider the `du` command. If you run `du /usr/local`, the output will include something like this:

```
25056./php/bin
80    ./php/doc/libiconv
80    ./php/doc
```

The first number shows the size of each folder, stated in the arcane measurement system of file system block usage. While that may be useful for the ultrageek, it doesn't give you a real sense of folder size.

Enter the `-h` option. This flag, which you can add to `du`, `df`, and `ls`, is the *human-readable* flag. For example, if you changed the previous example to `du -h /usr/local`, you'd get output that included the following:

```
12M   ./php/bin
40K   ./php/doc/libiconv
40K   ./php/doc
```

It's now much clearer that the bin folder takes up 12M, or 12MB, of your hard drive. The abbreviations you're likely to see, in addition to `M` (for megabytes), are `K` (kilobytes), `B` (bytes), and `G` (gigabytes).

As you play with the human-readable option, you'll probably find that `ls -lh` is a much more useful version of `ls -l` (the `l` in both commands gets you long output, which includes file-size information). If you'd like to make it easier to use the command often, create a new *alias* for it. This sets up a shortcut that types the modified command for you. To do this, put a .bash_profile file in your Home folder by typing `pico ~/.bash_profile`. (If the file already exists, this command will just edit it.) Then add this line: `alias lsh="ls -lh"`.

When you're done, press control-X, and then press Y to indicate that you want to save the changes. Finally, press return to save the file.

The next time you open a Terminal window, you'll be able to type just `lsh` to run the human-readable version of the command. The command `lsh ~/Documents`, for instance, will show your Documents folder in its full human-readable form.

OS X 101

Secrets of the Dock, Part 1

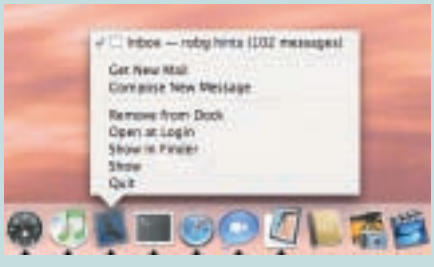
The Dock is OS X's command center. Although it seems to be a simple thing, it has more features than you might imagine, and it has power over things you might not expect it to. The Dock lets you know which programs are running (any application with a black triangle underneath its icon). It lets you store applications for easy launching. (Drag the application from the Finder into the left side of the Dock.) And it allows you to store folders, other objects, and—temporarily—program windows in its right pane.

Custom Dock You alter the Dock's behavior through the Dock preference pane. This is where you can control the Dock's size, magnification (whether it uses the zoom-in effect when you mouse over an icon), screen position, and bouncing-icon effect, and it's where you choose whether it remains visible at all times. You can also set some of these items by choosing Apple: Dock or by using the hidden contextual menu in the Dock itself. Just control-click anywhere near the Dock's dividing line, and you'll see a secret pop-up menu that offers the same entries as the Apple menu item.

And each icon in the Dock has a contextual menu associated with it. You can activate these menus by clicking and holding on the icon for a second. To avoid the delay, control-click on the icon, or use the right mouse button if you have a multibutton mouse. In OS X 10.3 (Panther), the standard contextual-menu options let you choose any program's open window, show the program in the Finder, hide its windows, or quit it. OS X 10.4 (Tiger) also lets you add the program to your login items—a handy time-saver.

Application-Specific Tricks Some programs may have additional useful features buried in their contextual menus. The iTunes menu, for instance, includes information on the currently playing song, and it lets you switch tracks or pause the player. This is a great way to manage your music without having to stop what you're doing. (Contextual-menu selections from the Dock don't activate the associated application.)

System Preferences' contextual menu lets you quickly select any preference pane, which is great when you know exactly what you want to do. Click on other programs' Dock icons to see what they have to offer (see "Pop-up Mail").

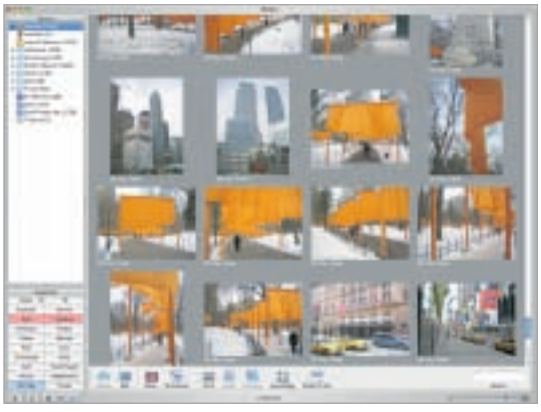


Pop-up Mail The Dock's useful options vary by application. Mail's contextual menu lets you compose a message or check for new messages.

Dock Shortcuts Want to find a docked program in the Finder without using the contextual menus? Just 1-click on the icon: the folder holding the program will open in a Finder window. To hide the current program's windows when switching to another program, hold down the option key before clicking on the new program's Dock icon. You can hide *all* open windows, other than the next program you'll use, by pressing 1-option and clicking on the icon of the program you want to switch to. To restart the Finder, hold down the option key, and then click and hold on the Finder icon. You'll see a Relaunch entry at the bottom of the pop-up menu. This is different from clicking and holding on the Finder icon and then pressing the option key: that changes the Hide option to Hide Others (the latter works for any program in the Dock, and it changes Quit to Force Quit for everything but the Finder).

Big Dock, Little Dock Sure, you can resize the Dock by dragging the vertical bar that splits the two sides. But the Dock also has a series of preferred sizes. If your computer relies on these predrawn icons, it doesn't have to spend time interpolating (or guessing) what an icon should look like, based on the nearest defined size. Using the preferred sizes makes your icons appear sharper. Hold down the option key before dragging the divider line; the Dock will resize in steps, showing only its preferred sizes.

Next month, we'll discuss the right side of the Dock and some of the great things you can do over there.



Logical Keywords Using iPhoto's ability to exclude certain keywords, you can build powerful searches. Here, I'm selecting only New York City images that don't deal with kids or vacations.

and then choose your modified color (if you changed the default yellow, you can skip this step).

You may lose your changes during system upgrades, so keep a copy of all your modified colors in a backup directory. To undo these changes, drag the original file into the Images folder and authenticate as required. Just make sure that this file has the same name as the modified color you're trying to replace.

Soup Up iPhoto 5 Keyword Searches

If you take a lot of photos, iPhoto's Keywords feature can make finding the right ones a lot easier. For instance, select a bunch of photos from your most recent vacation, make sure the Keywords section of iPhoto is visible (click on the small key icon), and then drag the selected photos onto the Vacation keyword. Now you'll be able to find these in a snap.

One of iPhoto 5's nicer features is that it lets you search for images using more than one keyword. Click on the keywords you'd like to include (they'll turn blue), and iPhoto will run an AND search, finding all photos that have all highlighted keywords. But what if you want to run a search that *excludes* one or more keywords? For example, you want to see pictures of Aunt Jeanne at your birthday party, but not those with Uncle Jeff hovering in the background. Here's the secret: option-click on the keyword you want to exclude. The chosen keyword(s) will now appear in red, not blue (see "Logical Keywords"). iPhoto will find images that have the chosen (blue) keywords but not the unwanted (red) keywords.

In the previous example, you'd click on the Birthday Party and Aunt Jeanne keywords, and then option-click on the Uncle Jeff keyword. Using this technique, you can quickly find the photos you'd like to see—but for maximum flexibility, assign your keywords liberally when you import new pictures. You can assign keywords by clicking on the small key icon in the main iPhoto window and then dragging images onto the keyword you'd like to assign to those pictures. □

Senior Editor ROB GRIFFITHS is the author of *Mac OS X Power Hound, Panther Edition* (O'Reilly, 2004), and runs the Mac OS X Hints Web site (www.macosxhints.com).

ICON BY PAUL HOWALT

Mac OS X Hints

The Insiders' Tips You Won't Get from Apple

Clean Up Text Using Summarize Service

Have you ever come across a selection of text you'd like to keep—for example, a how-to on a Web page or an article on your local paper's site? You may have tried copying it and pasting it into TextEdit or Stickies, only to end up with the text *and* all its distracting formatting, links, and spacing. Here's a quick and easy workaround.

If the program you're using supports OS X's Services feature (as is the case for most Apple apps, as well as The Omni Group's products and Bare Bones' BBEdit), you can use the Summarize service to clean up the text for easy saving. Start by selecting the text within the source application, and then choose *application name*: Services: Summarize.

A new window will open, and you'll see a cleaned-up version of your text. Next, move the Summary Size slider to the 100% mark; this will force the service to show every word in your original selection. Then press 1-C to copy the text to the Clipboard (it's already all selected by default), switch to your final destination (a Stickies note, a Word document, or whatever), and press 1-V to paste.

If the text isn't in a Services-aware application, drop it into TextEdit as your first step. If you have TextEdit in Plain Text mode (go to TextEdit: Preferences), doing so will get rid of almost all the formatting. Using the Summarize service will then remove any remaining excess line breaks and other oddities.

Enter URLs Quickly in OmniWeb 5

Autocompletion of URLs can be a real time-saver in browsers. If you've visited www.cnn.com before, for instance, you'll probably only have to type cn before your browser figures out that you're heading there again, and it will complete the URL for you. Most browsers complete starting from the front of the URL only, but The Omni Group's OmniWeb 5 ($30; www.omnigroup.com) also autocompletes from the end of the URL. So if you often visit a deeply buried page on a large site (www.example_bank.com/balances/checking/jun05/, for instance), you can type only the end of the URL (jun05), and OmniWeb will fill in the entire address for you.

Preview Multiple Fonts with Font Book and Exposé

Do you work with a large number of typefaces and often add new ones to your system? Do you wish you had an easy way to preview a number of them simultaneously without first installing them? You can preview a font without installing it by double-clicking on it in the Finder, or by dragging and dropping the font onto Font Book's icon (either in the Dock or in the Applications folder). Drag and drop multiple fonts at the same time, and Font Book opens a new preview window for each one. Unfortunately, Font Book cascades these windows, so you can see only one at a time.

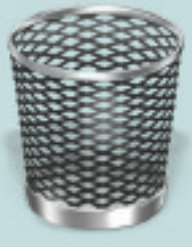
Using Exposé, though, you can easily review all the previewed fonts at one time. Just press F10, the Exposé Application Windows keystroke, and the windows will arrange themselves across your screen. As long as you haven't opened more fonts than your monitor can fit, you'll be able to see enough detail to determine which fonts you want (see "Line 'em Up"). To install a font, just click on its window to make it come to the foreground, and then click on the Install button. Press F10 again, select the next font, and repeat.

CHECK IT OUT

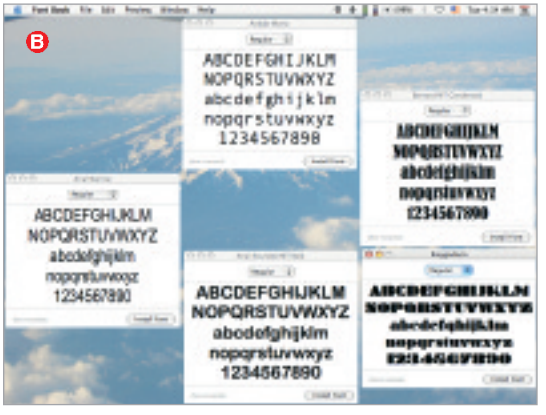
Trash Images in a Flash

Apple's Preview tool is a useful way to scan and review a bunch of images quickly. Select them all in the Finder, and then drag and drop them onto Preview. The application opens one main window with a side drawer that contains image thumbnails. Click on any thumbnail to view the full-size version. Typically, you might then make note of the ones you don't want to keep, switch to the Finder, and send the unwanted images to the Trash.

Here's a time-saver—instead of deleting images from the Finder, delete them right from within Preview. Just drag the image you don't want directly from the drawer to the Trash. You can drag only one image at a time, but this is still faster than switching to the Finder to get rid of images. You can also drag images to other locations from Preview's drawer—directly into Photoshop for additional editing, for example, or into other Finder folders to create copies.



Line 'em Up Using Font Book by itself to preview many fonts simultaneously is difficult Ⓐ. So press F10 to access Exposé's Application Windows mode Ⓑ and clearly preview each font in its own window.



Add the Latest Java Support to Mozilla Browsers

If you use a browser other than Safari or OmniWeb, you might find that there's a slew of interesting Java-based Web apps you can't see. For instance, the physics applets at www.walter-fendt.de/ph14e won't work in Mozilla-based browsers such as Foxfire, Camino, or Mozilla (all free; www.mozilla.com).

Why? The Mozilla-based browsers don't use the latest version of the Java Virtual Machine. (See macworld.com/0380 for the deeply technical explanation if you're interested.) Thanks to the open-source nature of the Mozilla browsers, though, this problem has a solution.

Start by visiting the Java plug-in site (macworld.com/0381). Download the latest available package by clicking on the file name below the Latest File Releases header. A new Web page will appear. Click on the first entry (javaplugin) in the Latest File Releases list. As of this writing, the file is called JavaEmbeddingPlugin0.9.0.zip.

After the download completes, quit your Mozilla-based browser and open the JavaEmbeddingPlugin folder. Open the Binaries folder inside, and then drag and drop the two files located there (JavaEmbeddingPlugin.bundle and MRJPlugin.plugin) into your Mac's top-level Library/Internet Plug-Ins folder. You may have to create this folder if you haven't installed Internet plug-ins before.

Before you can use the plug-in, you need to check one last thing. Its functionality depends on the order in which your plug-ins load: the MJRPlugin.plugin

continues

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UNIX TIP OF THE MONTH

Quick-Access Encyclopedia

Wikipedia (www.wikipedia.org) is a large, community-driven encyclopedia. Anyone can add new records or modify existing ones. The idea is that over time community members correct each other, and you'll wind up with a very detailed collection of facts. It may not be the *Encyclopædia Brittanica,* but it's a great starting point for learning.

However, loading the Web site, entering your search terms, and clicking on the search button can be time-consuming. Lo and behold, by writing a simple script, you can run your queries from a Terminal window instead.

Unix holds executable programs in a folder called *bin,* so go ahead and create a bin folder in your Home directory, at the same level as Documents, Pictures, and so forth. You can do this via the Finder or type `mkdir ~/bin` in Terminal.

Once you've created this folder, make sure Unix knows about it when it looks for programs to run. In Terminal, create a file named .bash_profile in your home folder (or edit that file if it already exists). Start by typing `pico .bash_profile`.

Next, add the line `export PATH=~/bin:$PATH`.

Now press control-O (for Write Out) and then press return (to save the file). Then press control-X to exit the pico editor. Close and reopen your Terminal window; this will read the newly created .bash_profile file, telling Unix to look in your local bin folder for executable files.

All that's left to do is to create the Wikipedia script. Type `cd ~/bin`, press return, type `pico wp`, and press return again. You're now editing the new script. Enter the following two lines:

```
#!/bin/bash
open http://en.wikipedia.org/wiki/Special:Search?
search=$(echo $@ | sed 's/\ /+/g')
```

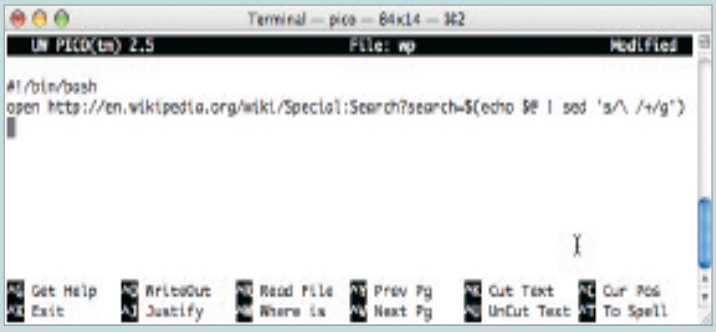
When you're done, the entry should look like the image in "Wild Wiki Ways." As before, press control-O, return, and then control-X to save the file and quit the editor. The final step is to turn your script into an executable file. To do this, type `chmod +x wp`. Press return to turn those two lines of text into a simple program.

To use your new script, just type `wp some text to search for` and press return. Replace `some text to search for` with your search topic. Short phrases—`wp racehorse` or `wp macintosh`, for example—will probably lead to broader results.

When you press return, your default browser will open and load the Wikipedia results page for your search terms.

Here's a short bonus tip: If you've already installed a text-mode browser such as links or lynx (fink.sourceforge.net), then modify the above script so that the results display directly in your browser. Just replace the second line of the script with this text, replacing `lynx` with `links` if appropriate:

```
lynx http://en.wikipedia.org/wiki/Special:Search?
search=$(echo $@ | sed 's/ /+/g')
```



Wild Wiki Ways With this simple two-line script, you can use Terminal to browse entries quickly on the community-built encyclopedia Web site known as Wikipedia.

OS X 101

Sidebar Savvy

As of OS X 10.3, Apple added something new to the left side of every Finder window: the sidebar. You can activate items in the sidebar with one click, as opposed to the double-click required in a normal Finder window. In its stock form, the sidebar contains useful time-savers, but if you customize it to fit the way you work, it can become a truly useful tool.

Take a look and you'll see that the sidebar has two halves, separated by a light gray line. (Can't see the sidebar? Double-click on the small dot located on the left side of your Finder window). The upper half contains icons for your computer; hard drives and partitions; and any connected servers and removable media, such as CDs or your iDisk. You can store pretty much anything you like in the lower half, but by default it contains shortcuts to your main user folders, including Desktop, Documents, Movies, Music, and Pictures. It also contains a shortcut to the systemwide Applications folder.

To make your sidebar more useful, go to the Finder: Preferences menu, select the Sidebar tab, and deselect any of the items you don't want to see. Alternatively, you can remove shortcuts by dragging their icons off the sidebar and dropping them into the normal Finder window—when you release the mouse button, the shortcut will vanish in a puff of smoke. Don't worry—only the shortcut gets erased, not the original item. To add something to the sidebar, drag and drop it into position (see "Places, Everyone!").

You can add anything to the bottom portion, including files, folders, and applications. For example, do you have a particular file you use regularly, such as your Quicken data file or a presentation you reference often? If so, consider giving it a spot on the sidebar. Deeply buried folders are also good candidates. Instead of opening a whole bunch of folders to reach the depths of your filing system, jump to the right spot with one click. Likewise, store frequently used applications in the sidebar, and you won't have to make a trip to the Dock to activate them.

If you're choosing between the sidebar and the toolbar, here are a couple of things to keep in mind: The relative size and position of shortcuts in the sidebar will change with the window size, but they will stay put in the toolbar. Shortcuts in the sidebar support pop-open folders, but those in the toolbar do not. You might want to consider keeping your application and document shortcuts in the toolbar, and your folder shortcuts in the sidebar.

For more-advanced sidebar tricks in previous *Mac OS X Hints*, see the tip on viewing paths when using folders from the sidebar (July 2004); the advice on using a superskinny sidebar (November 2004); and the very cool but very advanced tip on colorizing the sidebar's background (January 2005).

Places, Everyone! Adding an item to the sidebar is easy; simply drag and drop it from a normal Finder window into place. You can store files, folders, and even applications here. When you want to remove an item, just drag it off the sidebar and watch it disappear.

file *must* load before two Apple-provided files, Java Applet.plugin and Java Applet Plugin Enabler. To ensure that this is the case, view the Plug-Ins folder by date (choose View: As List, then click once on the Date Modified column header to order the files from newest to oldest). If MRJPlugin.plugin is listed above the other two files, you're home free.

If it's not, open Terminal, type `touch "/Library/Internet Plug-Ins/MRJPlugin.plugin"`, and press return. You've just changed the plug-in's date stamp to the present date and time; it will now appear at the top of the list in the Finder. Launch your Mozilla-based browser again and load the physics site mentioned earlier. You'll find that the applets now all work as expected.

Skip Clicking on Samples in the iTunes Music Store

Listening to 30-second song snippets at the iTunes Music Store is a great way to get acquainted with a new band. Just search for an artist's songs and then click on each song in turn to get a sense for the artist's sound. But all this clicking just to get an earful can be a pain.

The following AppleScript takes care of that problem. Open Script Editor (in Applications/Utilities), and type in the following code:

```
on idle
   tell application "iTunes"
      next track
   end tell
   return 29.5
end idle
```

Select File: Save, give your new script a name, and select Application from the File Format pop-up menu. Choose the Stay Open option. It doesn't matter where you save the script; you just want to store it where you can get to it quickly. (Consider dragging it to the Dock, the sidebar, or the toolbar for truly fast access.)

Now visit the iTunes Music Store and search for something. In the results box, double-click on the first sample. Before the clip ends, switch to the Finder and launch your saved script. When you do, iTunes will jump to the next sample, play it for 29.5 seconds, and keep going until all samples have played.

Yes, you'll miss the last 0.5 seconds of each one, but there's a good reason this figure is set below 30 seconds. If you set the script at 30 seconds, iTunes will reach the end of the first sample and stop. By using a value just below 30 seconds, iTunes doesn't quite finish playing, so it jumps to the next sample. Since you selected the Stay Open option, this script will keep working until you quit it. □

Contributing Editor ROB GRIFFITHS is the author of *Mac OS X Power Hound, Panther Edition* (O'Reilly, 2004), and runs the Mac OS X Hints Web site (www.macosxhints.com).

Mac OS X Hints

Redistribute your .Mac storage, mark e-mail addresses for unspecified domains in Mail, change the order for List-view columns, burn more data onto CD-Rs, and create a navigable pop-up disk-drive folder in the Dock.

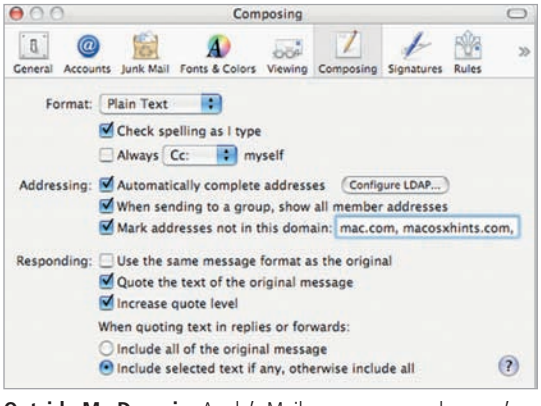
Choose How to Allocate Your .Mac Storage

When Apple increased storage for .Mac accounts from 100MB to 250MB, it didn't clearly explain how to change the way that space was divided between iDisk and your .Mac e-mail. Start by logging in to your account at www.mac.com. Then click on your login name in the top menu (right next to Log Out); .Mac will ask you to enter your password again, and then it'll take you to the Account Settings page. Click on the Storage Settings button, and you can then use the Manage Your Storage pop-up menu on the next screen to control how your 250MB is divided—choose a ratio that makes sense for your needs. As a general rule, you'll probably find that the minimum allocation of 15MB is more than sufficient for e-mail; this leaves 235MB free for all your glorious photo galleries.

See Warnings for Unspecified Domains in Apple's Mail Application

In Mac OS X 10.3's Mail app, you can visually differentiate outbound messages that are headed for a domain other than one you specify (as long as the recipients are in your Address Book). This can be useful if, for example, your company requires that you add a confidentiality signature to e-mail messages bound for people outside the office. To enable the option, just select the Mark Addresses Not In This Domain option in the Composing tab of Mail's preferences. Type in the domain you want to use as the control, and press the enter key. From now on, if you address a new message to recipients outside your control domain, those addresses will turn red as soon as you tab out of the To field.

While this is quite useful, what if you want to specify more than one safe domain? Although Apple doesn't clearly document this feature, you can add multiple domains to the option's field—just enter each one and follow it with a comma (see "Outside My Domain"). Even though you can't see all the domains, Mail will include them—a message composed to any domain not on the list will result in the same red address in the To field.



Outside My Domain Apple's Mail can warn you when you've addressed a message to a domain other than those you specify as your controls.

UNIX TIP OF THE MONTH

Utilize Extra Space on CD-Rs

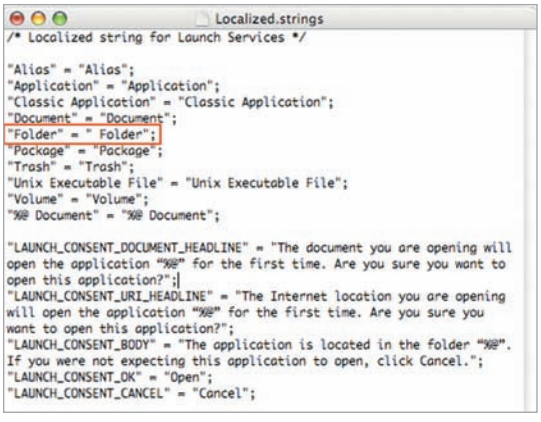
When you burn a CD-R from the Finder, you may be wasting precious space. Many CD-Rs today ship with 700MB of capacity, yet the Finder will only use 670MB of that space. How, then, can you use the extra space? It requires a quick trip to Terminal, but the answer is pretty simple.

Start by creating a new folder in the Finder, and then drag in all the items you wish to burn (up to 700MB). Open Terminal and type `cd ~/Desktop`; then press the enter key (this changes Terminal's active directory to your user's Desktop folder). Now type `hdiutil makehybrid -o myburn.iso` (note that there's a space after the `o` in `iso`), but don't press enter. Instead, switch to the Finder, drag and drop the folder you just created onto the Terminal window, and press enter. Terminal should fill in the full path to the folder, and the enter key will then execute the command. What have you just done? You've just used the `hdiutil` Unix command to create a hybrid disk image named *myburn.iso* (you can choose whatever name you like, but use *.iso* for the extension). You'll see the message "Creating hybrid image" in your Terminal window, as well as an indication of the task's progress. When finished, you should see a disk image called `myburn.iso` on your desktop.

You can now either use Disk Utility to burn this image, or you can just type `hdiutil burn ~/Desktop/myburn.iso` in Terminal—insert a blank CD-R when prompted, and then just sit back and wait. When it's done, you should have a burned CD-R with

Change the Order of Folders Sorted by Kind in List View

If you use List view and sort a folder's contents by Kind, you'll see that any folders within the folder are alphabetically sorted right into the middle of the mix—since their kind is Folder. To most people, however, folders are special entities and shouldn't be sorted with other files in the folder. Here's how to make all your folders go to the top (or bottom) of the list when sorted by Kind.



Sort My Folders Add a space to the Folders line (highlighted above) in this deeply buried system file, and your folders will float to the top of lists sorted by Kind.

The hardest part of this hint is navigating to the file you need to edit. In the Finder, go to System: Library: Frameworks: ApplicationServices.framework: Versions: A: Frameworks: LaunchServices.framework: Versions: A: Resources. *Whew.* Within that folder, you'll see the English.lproj folder. Highlight it, and then select File: Get Info. In the Ownership & Permissions area, click on the Details triangle, click on the lock icon, and then click on the Owner pop-up menu and set it to your user name (enter your password if asked). Leave this window open; you'll be changing it back in just a minute.

Inside the English.lproj folder is a file named Localized.strings. Drag it onto TextEdit. Find the line that reads `"Folder" = "Folder";` and insert a space before the `F` in the second `Folder` (see "Sort My Folders"). To sort folders to the bottom of the list instead of the top, you'll have to use one of four special characters: μ (*mu*), π (*pi*), Ω (*omega*), or (the Apple-logo character)—see *Mac OS X Hints*, November 2004, for more information). Save the file, approving any dialog boxes that may appear. In the Get Info window that you left open, change Owner back to System and then close the window.

Now you need to restart your computer—these values are read only at startup, so a simple logout and login won't do the trick. Once you've restarted, you'll be rewarded with improved sorting. □

ICONS BY PAUL HOWALT

CHECK IT OUT

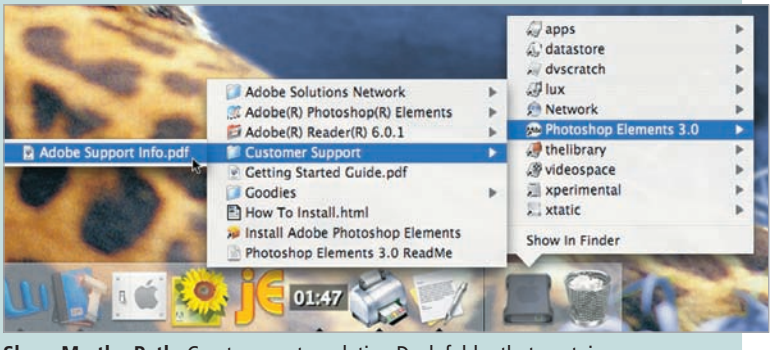
Create a Fully Functional Drive Pop-Up Menu in the Dock

You can use any folder you store after the divider mark in the Dock as a navigable pop-up menu. Just click and hold on the folder, and a new window showing the folder's contents will appear; any folders within that folder will pop open when you roll the cursor over them. This works fine—for everything except your Volumes folder, which contains all your hard drives, CD-ROMs, and other mounted media devices (you can open this folder in the Finder by selecting Go: Go To Folder and entering `/Volumes`). If you try putting your Volumes folder in the Dock, you'll find that your boot disk is hierarchical and that other volumes and CD-ROMs are not. But by using the power of Folder Action Scripts, you can easily create a self-updating, fully navigable Dock pop-up folder.

Start by creating an empty folder called MyDrives in your Documents folder (you might also want to give this folder a nice hard-drive icon from www.xicons.com). Next, download the Update Drive List script at find.macworld.com/0192. Double-click on it to open it in Script Editor, and replace `usernamehere` in the first line with your user name. Save the script and click on the Run button. Then move the script to your user's Library: Scripts: Folder Action Scripts folder (create the last two folders if necessary). This script takes care of updating your MyDrives folder when you insert or remove an ejectable drive, such as a CD-ROM or FireWire device.

In the Finder, choose Go: Go To Folder, and enter `/Volumes`. Control-click on the Volumes folder and choose Configure Folder Actions. In the dialog box that appears, make sure that the Enable Folder Actions option is selected, and then click on the plus-sign (+) button at the bottom left. In the Open dialog box that appears, press `1`-shift-G, enter `/Volumes` again, click on Goto, and then click on Open. You'll see a pop-up list of scripts to attach; select the script you just put in the Folder Action Scripts folder (it should be near the top), and click on the Attach button. You can close the Folder Actions window when it reappears.

Drag your MyDrives folder into the Dock, and you're done. You've now got a fully navigable pop-up folder that will always show your currently mounted drives (see "Show Me the Path"). Note that every time the script runs, it sends the old aliases to the Trash. So if you often mount or unmount CDs, FireWire drives, and the like, your Trash will get pretty bloated.



Show Me the Path Create an autoupdating Dock folder that contains your mounted volumes to navigate to anything, anywhere, with a simple click-and-hold.

Contributing Editor ROB GRIFFITHS is the author of *Mac OS X Power Hound, Panther Edition* (O'Reilly, 2004) and runs the Mac OS X Hints Web site (www.macosxhints.com).

Mac OS X Hints

The Insiders' Tips You Won't Get from Apple

Quickly Add Titles to iPhoto Images

When you're working with Apple's iPhoto 5 ($79 as part of iLife; www.apple.com), the left- and right-arrow keys are useful keyboard shortcuts for moving from one photo to the next. But if you're working in the Information panel (click on the small *i* in the lower left corner) to set titles, dates, times, comments, and so on, you'll find that the arrow keys no longer switch photos. Instead, they allow you to move within the text you're modifying. This makes changing information for multiple photos difficult, since you're forced to use the mouse to move between them.

There are, however, two not-so-obvious shortcuts that can save you some mousing time. After you've clicked on one of the Information panel's text fields, just use `1-[` (left square bracket) and `1-]` (right square bracket) to move to the previous and next images, respectively. Your cursor stays in the text field you were working in, so it's easy to quickly update information for a large number of photos (see "Quick Pics Info"). Note that if you're setting the field to exactly the same value for every photo in your selection, it's faster to select Photos: Batch Change.

Add Photos to iPhoto 5 via the Dock

In earlier versions of iPhoto, you could add images to the library in only two ways: by using the Import feature, or by dragging and dropping images directly into the iPhoto library. Both of these techniques required that iPhoto be running. In iPhoto 5, there's another option: drag and drop an image, or a group of images, onto the program's Dock icon. You can do this even if iPhoto isn't running, and it works from most applications—drag an image out of Microsoft Word, say, and onto iPhoto 5's Dock icon, and the image joins the library.

Unfortunately, this trick won't work with Apple's Safari or Mozilla's Firefox; if you want to put Web images in your iPhoto library from one of these browsers, you'll have to save the images to your disk from the browser and then import them into iPhoto.

Fine-tune Fonts in iPhoto 5 Books

The Settings button in iPhoto 5's Book toolbar lets you control a photo book's font particulars—you can set the font size and type for the cover title and subtitle, headings, and more. But you're not limited to just this kind of global control.

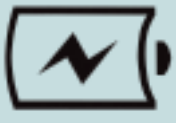
Once you've created your book, you can modify *any* text as you see fit—just press `1-T` to bring up the Font panel, select some text, and change the size, color, shadow, and so on. Since iPhoto sends a book as a series of images, not text, to the print house, what you see on screen will be what you get back from the printer.

Alert Others to iCal Events

If you're an iCal user, you're probably familiar with the alarm function—you can set up alarms that alert you to upcoming events via a pop-up message or via an e-mail message sent to the address stored in your own Address Book entry. Therein lies the rub—for whatever reason, iCal will not let you send alarms to e-mail addresses other than yours. This might make sense for personal events, but if you use iCal to track your whole family's

UNIX TIP OF THE MONTH

Examine Your Battery's Lifeline



Ever wish you could get more information about the state of your laptop's battery? The Unix command `ioreg` displays the contents of the I/O Kit registry, which contains a ton of information about your machine. Open Terminal (/Applications/Utilities) and type `ioreg -l | more`. You'll see data on everything from CPUs to peripherals.

Buried deep in the output is information about your battery's overall health and current charge, but it's not easy to find on your own. Instead, let the Unix search tool `grep` do all the hard work for you. Just use this command:

```
ioreg -w0 -l | grep Capacity
```

The `-w0` flag tells `ioreg` not to truncate the output lines, and the `l` flag is the `list` command, which is what actually generates the output. The pipe symbol (|) then sends the output to `grep`, which searches for any line containing the word `Capacity`. The output will look something like this:

```
|||   "IOBatteryInfo" = ({"Capacity"=3971,"Amperage"
=18446744073709550895,"Cycle Count"=61,"Current"=2160,
"Voltage"=11370,"Flags"=4,"AbsoluteMaxCapacity"=4200})
```

What does it all mean? The values you care about are `Cycle Count` (the number of times the battery has gone through a discharge-charge cycle), `Current` (the current charge in the battery), `Capacity` (the highest charge the battery can hold), and `AbsoluteMaxCapacity` (the battery's original highest-charge value).

As your battery ages, the `Capacity` value will slowly decline in relation to `AbsoluteMaxCapacity`—the battery is losing its ability to take a full charge. If a battery is giving you very short usage cycles, you may need to replace it. You can find out by checking the `Capacity` value. The `Cycle Count` value shows what remains of your battery's useful life. Studies indicate that PowerBook-style batteries have a useful life of between 300 and 500 cycles.

CHECK IT OUT

Don't Settle for Standard Finder Font Sizes

When you view a folder's contents in the Finder, you can customize the font size by choosing View: Show View Options (1-J). However, you're limited to text between 10 and 16 points in size. What if you'd like a smaller or larger size? For instance, a smaller font will show many more entries when you're in Column view (see "20/20 Vision Required"). A larger font might be useful if you use Icon view or have a limited number of items on your desktop. If you edit the Finder's preferences, you can choose font sizes outside of Apple's predefined range.

To start, navigate to */your user folder*/Library/Preferences, find com.apple.finder.plist in the long list of files, and drag and drop it onto TextEdit. Make a duplicate of this file before you start, in case you make a mistake.

The preferences file is quite large, but you're looking for four particular things. The first thing to look for is the settings that control the desktop. Press 1-F to bring up the Find dialog box, type `DesktopViewOptions` in the search box, and click on Next.

If you don't find any matches, close the file, click on your desktop, and then select View: Show View Options. Toggle one of the options twice and then close the window—this will write a DesktopViewOptions entry to your Finder's preferences. Now reopen the file in TextEdit, search again, and look for this section:

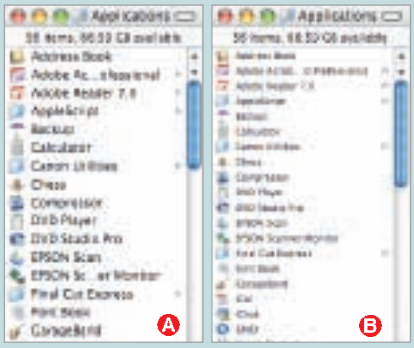
```
<key>DesktopViewOptions</key>
  <dict>
    <key>ArrangeBy</key>
    <string>%00%00%04%01
</string>
    ... ...
    <key>FontSize</key>
    <integer>12</integer>
    ... ...
```

Once you find these lines, you adjust the desktop's font size by changing `12` to a larger or smaller number.

The next three options (called *keys*) are all in one section of the file, so switch back to TextEdit's Find window, type `StandardViewOptions` in the Find field, and click on Next. The three keys you're looking for are `Nlsv` (List view), `clmv` (Column view), and `icnv` (Icon view). You'll have to scroll to reach each one.

Within each area, you want to find and modify the `FontSize` key, changing the values to the size you prefer. If you don't see this key in a particular section, that means the Finder's defaults haven't been changed. The safest way to fix this is to close the preferences file, use the Finder's View options to set a font size for the missing entry, and then reopen the preferences file.

When you're done, use File: Save to save the modified file, and then quit TextEdit. To see your changes, you need to restart the Finder. The easiest way to do this is to hold down the option key and then click and hold on the Finder's Dock icon until a contextual menu appears. Choose Relaunch to restart the Finder.



20/20 Vision Required Ever wish you could cram more text into your Finder windows? You can if you edit the Finder's preferences file. Here you see the Finder with the standard 12-point font A and the same window using a 9-point font B.

commitments, it might be nice to use iCal's alarm function to remind *everyone*. With a bit of trickery, you can.

This tip takes advantage of the fact that Address Book will let you associate more than one e-mail address with any one person. Open Address Book, select your own card, and click on the green plus sign (+) next to your e-mail address. Address Book will create a new e-mail entry for you. Type in the address of the person to whom you'd like to send a message from iCal, and then click on the label to the left of that e-mail address. Select Custom from the pop-up menu, and type the person's name for easy identification. Repeat this process for each person you want to be able to include. When you're done, click on the Edit button to return to normal browsing mode.

Launch iCal (or quit and relaunch it if you already had it running), and select or create an event. Click on the Alarm field, set the alarm type to E-mail, and then click on your e-mail address. In the pop-up menu, you'll see all the new e-mail addresses. Select the one you'd like to use, and you're done.

But what if you want to send a message to more than one person? When you add a new e-mail address to your Address Book card, don't type an individual's e-mail address; instead, type the name of any already existing Address Book group. For instance, if you've set up a group named My Family, just type that name, complete with the space, in the e-mail address field. Then click on the pop-up menu to the left of the e-mail address, select Custom, and type a descriptive name for the group. When you next launch iCal and set an e-mail alert, you'll see your newly added group in the list of addresses. Select it, and everyone in the group will receive the alert when the time comes.

continues

Quick Pics Info When editing text fields in iPhoto 5's Information panel, you can use a keyboard shortcut to navigate between photos—no need to reach for the mouse.

OS X 101

Secrets of the Application Switcher

Productivity mavens probably already know that you can press 1-tab to switch programs quickly in OS X 10.3 and later. But there's a lot more to the Application Switcher.

When you press 1-tab, the icons for active programs appear at the center of your screen, in order of use from left to right. The program you're currently using is in the leftmost position, the one you used before that appears to the right, and so on. This makes it very easy to toggle between two programs—for example, if you're copying and pasting multiple items from Microsoft Excel to Word. Just press and *release* 1-tab. You don't even need to wait for the window to appear; as soon as you release tab, you'll switch to the prior program.

The standard method of moving between programs in the Application Switcher is to hold 1 and just keep pressing the tab key. As you do, the selection moves left to right across the Switcher. What if you want to move right to left? The hard way is to hold down 1-shift-tab. An easier method is to press 1-tab once and then press the backtick key (`) while continuing to hold 1. That's one less key to press, and it's much easier on the fingers.

Depending on your predilection, you can try other means of navigating the panel. If you have a scroll wheel, activate the Application Switcher by pressing 1-tab, and then spin the wheel while holding down 1. Or just move the mouse itself, and the cursor will highlight each application icon it touches. You can also use the left- and right-arrow keys to navigate across the Switcher. The home and end keys will jump to the left and right ends of the Switcher, and you can activate a selected application by either releasing 1 or pressing enter.

Finally, here are two keyboard shortcuts you can use with the Switcher. After you press 1-tab, hold down 1 and press H to hide the highlighted application. Press Q, and the program will quit instead. This is a great way to quit all your apps at the end of the day—just press 1-tab once to bring up the Switcher, then keep pressing Q (no need to press tab again, as the Switcher will move through the list as each program quits).

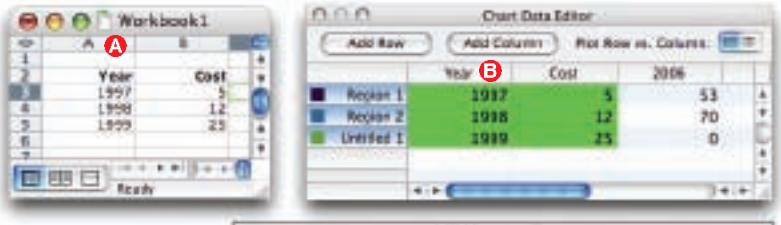
ICON BY PAUL HOWALT

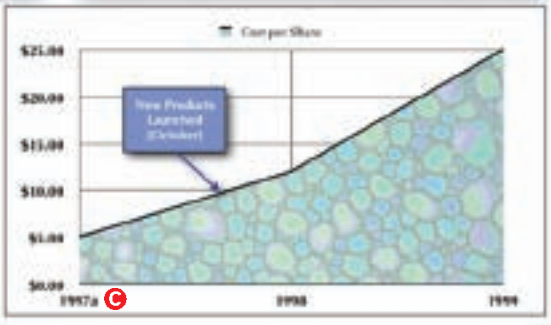
This isn't an ideal solution, of course—if you sync Address Book with your phone or PDA, you'll find your data record clogged with multiple e-mail addresses. A more elegant workaround is to create an AppleScript that sends an e-mail message to a bunch of users simultaneously, and then have the iCal alarm trigger that AppleScript. However, that method is much more complex. The one I've described will work just fine for most people.

Avoid Chart Snafus with Excel and iWork

Using Apple's new $79 iWork productivity suite—the Pages word processor and Keynote presentation

continues





A Waste of a Paste
If your chart data in Excel has a numeric first column, such as Year A, you'll have trouble pasting that column into Apple's Pages or Keynote. The Year column will become the first data column, which is not what you want B. You can get around this by adding a character to the first year C so that Pages and Keynote treat the column as labels, not data. Delete the letter, and you're done.

program—you can create gorgeous charts with data you've copied from Excel workbooks. Most of the time, this works just fine. Copy the data range in Excel, and then insert a new chart in Pages or Keynote using the Objects toolbar button. In the Chart Data Editor window that appears, click on the leftmost column (named Region 1 by default), and select Edit: Paste. If all goes well, the labels from your data will show up in the first column and first row, and the remaining cells will contain the data points to graph.

But what if things *don't* go well? For instance, you'll run into problems if you're trying to create a chart that has an axis labeled with numbers. Say you're charting something across multiple years (1997, 1998, and so on). In that case, the paste will fail—the iWork applications will interpret the numbers as values that appear on the graph, instead of treating them as labels. A simple example demonstrates both the problem and the solution.

Consider the Excel spreadsheet in "A Waste of a Paste." If you were to copy all of the spreadsheet's data and paste it into the Chart Data Editor in Pages or Keynote, you'd find that the Year column would become the first column of data on your chart, and the Cost column would become the second column of data.

To prevent this, you need to fool Pages and Keynote into thinking that the entries for the *x*-axis are real text, not numbers. The easiest way to do this is to just add a letter to the first label—change *1997* to *1997a*, for instance. Then when you copy and paste, Pages or Keynote will properly place the labels in the label portion of the Chart Data Editor, as seen in the bottom half of "A Waste of a Paste." Remove the *a*, and you're done. You'll have the same problem if your row labels are numerals; the solution is the same. □

Contributing Editor ROB GRIFFITHS is the author of *Mac OS X Power Hound, Panther Edition* (O'Reilly, 2004), and runs the Mac OS X Hints Web site (www.macosxhints.com).

Mac OS X Hints

The Insiders' Tips You Won't Get from Apple

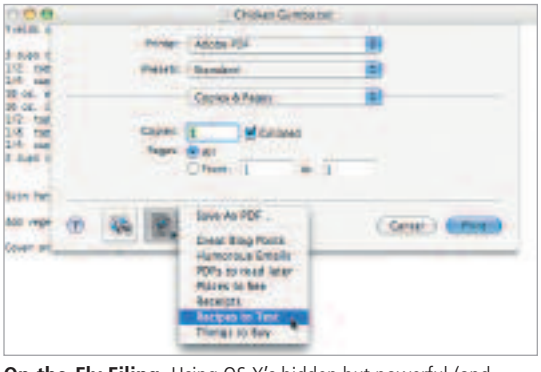
Put PDFs in Their Place with PDF Services

If you're taking advantage of all that OS X has to offer, you're already "printing" things to PDF. Just press 1-P and click on the PDF button in the Print dialog box. It's a great way to store tidbits of information—from funny e-mail messages to online receipts—without killing a tree in the process. Wouldn't it be nice if you could create a PDF and automatically file it in the right folder, without navigating through your entire file system to do so? Here's how:

First, set up folders (Receipts, Funny E-mails, Recipes, and so on) where you'll archive this stuff—within your Documents folder, perhaps. Next, navigate to *your user folder*/Library and create (if you don't have one) a folder named PDF Services.

Now make an alias of each of these storage folders and put the aliases in the new PDF Services folder. The quick way to do this is to select all your storage folders and then press and hold 1-option. The cursor will change into a small arrow inside a circle (the alias symbol). Drag and drop the aliases into the PDF Services folder.

That's it; you've enabled the hidden PDF Services feature of OS X. Select File: Print in any open document, and when you click on the PDF button, you'll see that the Save As PDF pop-up menu now includes your folder aliases. Select one of them, and your PDF will print *and* be saved directly to the chosen folder (see "On-the-Fly Filing").



On-the-Fly Filing Using OS X's hidden but powerful (and easy-to-implement) PDF Services, you can make printing to PDF and filing to a destination folder a one-step process.

This tip just scratches the surface of what PDF Services can do for you. Try putting an alias of Mail (or even Microsoft Entourage) in the PDF Services folder, for instance. Now when you pop up the Save As PDF menu and select Mail—voilà! You have an instant Mail message, complete with an embedded PDF of the page you were viewing. For more on PDF Services, see Apple's Printing & Print Center page (find.macworld.com/0301).

Use iTunes to Organize PDFs

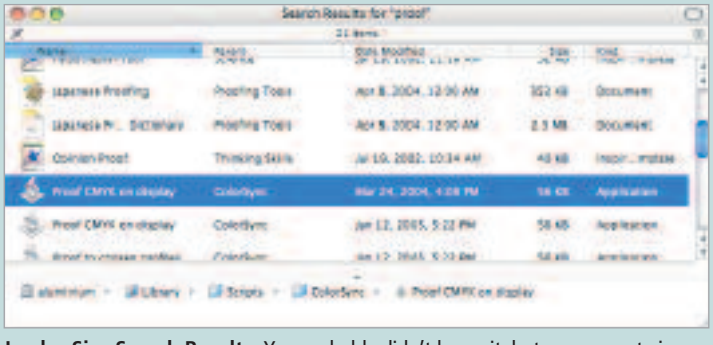
Looking for a different way to organize a massive collection of PDFs? Use iTunes. That's right, iTunes. When Apple released *The Complete U2* digital box set last year, it distributed the collection's liner notes as PDF files. To make sure people found them, Apple modified iTunes to handle PDF files in its library. The side effect was that iTunes (thanks to its Smart Playlist

CHECK IT OUT

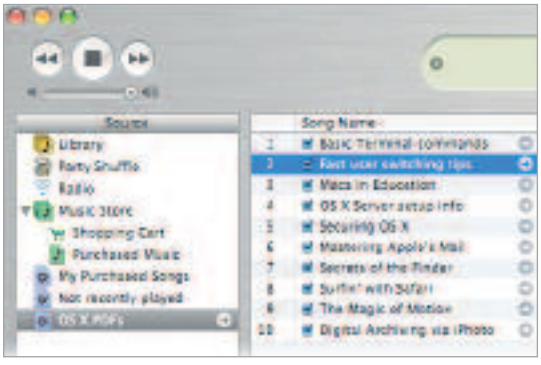
Reduce Search-Results Eyestrain

When you run a search in the Finder, a Search Results box pops up, showing each match. The results box uses space-efficient small icons and a 12-point font. That's dandy for squeezing lots of results into a window, but it's not great for those of us with aging eyes. It's also awfully hard to distinguish icons at that size when you're looking for one Word document in a sea of TextEdit results.

You can't change the Search Results window to icon-view mode. (If you try clicking on the button at the top left of the window, nothing happens.) But you can alter this window by going to View: Show View Options. Pick larger icons here, and you'll get larger, more legible results (see "Jumbo-Size Search Results"). You can also use the View Options box to change the font size, as well as to choose which columns appear in the results window. You'll have to change these settings only once.



Jumbo-Size Search Results You probably didn't know it, but you can set view options for the Finder's Search Results box—for example, here we've made the icons larger and more legible.



Beyond Tunes in iTunes iTunes can store more than just music. If you have a large collection of PDFs, for instance, try using iTunes to organize it. You can even make smart playlists to further organize your PDFs.

feature) also became a good way to organize large PDF collections.

To test this out, just drag and drop a PDF (or several) onto iTunes. It will show up in your library, with its Finder name listed as its song name. To organize your PDFs, use smart playlists. Create a new smart playlist (File: New Smart Playlist) and set the conditions to Kind Contains PDF. Select the Live Updating option and click on OK. Now you have a playlist that contains all your PDFs (see "Beyond Tunes in iTunes"). If you name your files following a certain pattern, you can add rules to the smart playlist to further sort your PDFs. Make a Recipes smart playlist that gathers all files whose names ("song" names) start with *Recipe*. Or create a medical-journals smart playlist that gets all the files with the prefix *Med_*.

And you can combine this hint with the previous one: Put an iTunes alias in your PDF Services folder. Now you can choose iTunes when you use the PDF button in the Print dialog box, and your PDF will immediately be stored in your iTunes library.

Cycle between Tabs in Firefox

Sure, you already have Safari on your computer, but there's a whole world of Web browsers out there. Take Mozilla Firefox (free; www.mozilla.org). It's a great browser, and it benefits from a ton of plug-ins. If you're ready to try it out, note that, just like Safari, Firefox supports tabs, which let you load multiple Web sites in one browser window.

Keyboard power users like to cycle between those tabs without touching the mouse. In Safari, you'd use `1`-shift–left arrow (or right arrow). In Firefox, it's `1`-`1` through `1`-`9`, at least for the first nine tabs. (Somewhat confusingly, these are the same shortcuts that Safari uses for selecting the first nine bookmarks on your bookmarks bar.) But what if you have more than nine tabs open? You can't jump directly to more than nine in Firefox, but you can scroll through them all using control–page up and control–page down. For more Firefox tips, go to Help: Help Contents. In the Contents pane, choose Using Mozilla Firefox: Navigating Web Pages: Tabbed Browsing.

ICONS BY PAUL HOWALT

UNIX TIP OF THE MONTH

Presto! Web Sites Open All at Once

Have you ever received a long list of URLs in an e-mail and wondered whether you could open all the Web pages at once? Something like this, maybe:

http://slashdot.org
http://www.wikipedia.org
http://www.plasmadesign.co.uk
http://www.macworld.com

Thanks to the Unix side of OS X, you can. Start by selecting all the URLs in the e-mail and copying them to the Clipboard.

Next, open Terminal, type `open `pbpaste``, and press return. Your browser will open a new window for each URL in the list.

How did this piece of magic work? `open` is a Unix command for opening files, folders, and URLs, so that's what's doing the browser's work. Next, there's a backtick (`), followed by `pbpaste` and another backtick. This is the tricky part. The backticks are a *command substitution* marker. Basically, whatever is within the backticks will be executed as if it were on its own line, with the rest of the command. In this case, that's `pbpaste`, a Unix command that pastes the contents of the Clipboard. So, in effect, each URL in the Clipboard is run through the `open` command, one at a time.

You may not need this trick every day (and it generally works only with pure-text sources, such as e-mail messages and .txt documents), but if you get a long list of URLs and would rather not click on them all individually, it'll do the trick.

Stop Terminal Trip-up of Keyboard Viewer and Adobe Apps

Have you had trouble with the shift and option keys not working in Adobe applications when you use them as modifier keys? Likewise, when you use Keyboard Viewer (under the flag icon in the menu bar), are you unable to see a font's special characters when you hold down `1` and shift? If so, you've discovered a subtle side effect of an OS X security feature.

Terminal's File menu contains an option named Secure Keyboard Entry. It's turned off by default, but you may have enabled it at some point, thinking it would make Terminal more secure. That it does, but at the cost of some compatibility. Basically, this option makes it impossible for other applications to detect or record what you type in Terminal. If Terminal is running, you'll run into problems with Adobe applications and Keyboard Viewer.

The fix is easy—just make sure you don't select Terminal's File: Secure Keyboard Entry menu option. If you'd like to learn more about this feature's extremely technical specifics, read rentzsch.com's very thorough write-up (find.macworld.com/0302).

Protect Your Laptop with Personalization

It's relatively easy to change the image displayed behind your login window, and doing so might increase the odds of getting your laptop back if you lose it.

To change the login window's backdrop, navigate to the /Library/Desktop Pictures folder and find the

continues

Aqua Blue.jpg file, which contains the image displayed behind the login window. Before you do anything else, duplicate this file in case you want it back later.

OS X 101

Tricks of the Toolbar

Welcome to OS X 101! Each month in this space, I'll address OS X fundamentals. Old Mac hands will know a lot of this stuff by heart, but if you're new to either OS X or the Mac in general, you'll learn tips and tricks that you'll use every day.

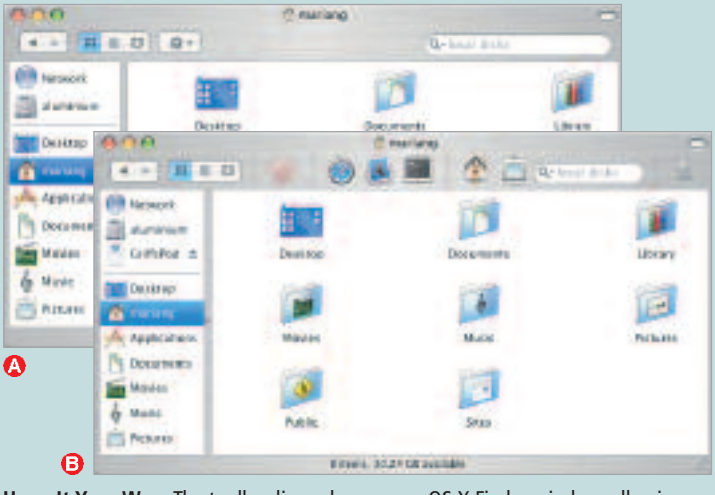
We begin with a workhorse of the Finder, the toolbar. This row of buttons appears at the top of OS X Finder windows (see "Have It Your Way"). If you can't see it, select View: Show Toolbar. The standard 10.3 toolbar includes forward and back buttons; the view buttons, which let you choose the icon, list, or column view; and the Action button (it looks like a gear), which mimics a control-click on an object in the Finder.

You're not stuck with the toolbar's default icon and text size. Hold down ⌥ and click on the oblong widget at the top right of any Finder window—with each ⌥-click, the Finder shows you one of six different toolbar options.

The toolbar may not appear useful at first glance, but looks can be deceiving. Start by choosing View: Customize Toolbar (or just control-click on the toolbar itself and pick this option from the pop-up menu). This opens a window showing a set of Apple-provided tools that you can add to your toolbar. Drag and drop the ones you'd like to use onto the toolbar. For example, add the Delete button, and you can move things to the Trash with a click. Use Space, Flexible Space, and Separators to group the tools.

The real power of the toolbar, however, lies in the fact that you can add your own files and folders to it, and thus have immediate access to those things. Close the customization window if it's still open, and then open your Applications folder. Click on Safari (for example), drag it to the toolbar area, and hover your cursor there. After a moment, your cursor will become a green plus sign. Release the mouse button, and Safari will appear on the toolbar. You can now launch Safari with one click. You can do the same thing with folders (for one-click navigation and for easily dragging files into a new folder) and documents (open a new file with one click).

To tidy things up a bit, hold down the ⌥ key to rearrange anything on the toolbar. To remove an item, just ⌘-drag it off the toolbar. (It's OK—you're not deleting the original.)



Have It Your Way The toolbar lives above every OS X Finder window, allowing fast access to files, folders, and documents, as well as some task buttons. It's easy to customize the default setup Ⓐ to fit the way you use your Mac every day Ⓑ.

If you just want to replace the image with one of your own choosing, delete the Aqua Blue.jpg file. Then drop in any other JPEG image file and name it Aqua Blue.jpg. On your next login, you'll see your custom picture. A more interesting use of this screen, though, is to add information that will help a Good Samaritan find you if you lose your laptop. (This trick won't help much if a thief *steals* it, though.)

Open the Aqua Blue.jpg file in your favorite image editor (or modify the image you intend to use). Add some way of contacting you (see "Send Me Home"). Save the modified file as Aqua Blue.jpg in the specified

Send Me Home By placing some identifying text on your login window's background image, you just might luck out and get your laptop back if you misplace it.

directory and log out. Now your handiwork resides behind the login panel. Make the ownership information as big and obnoxious as you can stand; this increases the odds of someone seeing it. After all, you don't spend much time looking at the login window.

Quickly Open AppleScripts

Ever wanted to add some text to a bunch of file names? Or view a sample of all your installed fonts? Or count all the messages in all your Mail mailboxes? You can use an OS X feature called the Script menu to do all this and more. The OS X Script menu, which you activate by running Install Script Menu (in the /Applications/AppleScript folder), puts a large number of useful AppleScripts under an icon on the right side of your menu bar. These scripts are not only useful but also a good way to learn more about AppleScript.

If you open scripts with the Script Editor (also found in /Applications/AppleScript), you can see exactly how they're built. Ordinarily, you'd do this by navigating in the Finder to the top-level /Library/Scripts folder, then opening the folder containing the script you want to view, and then double-clicking on that script. But there's a much faster way: just hold down the option key when you select a script in the Script menu, and it will automatically open in the Script Editor. □

Contributing Editor ROB GRIFFITHS is the author of *Mac OS X Power Hound, Panther Edition* (O'Reilly, 2004), and runs the Mac OS X Hints Web site (www.macosxhints.com).

ICON BY PAUL HOWALT

Mac OS X Hints

Open the Sound and Displays preference panes with your keyboard, make Terminal listings flow numerically, move files between volumes, use speech recognition without wasting screen space, take advantage of the Inspector window, and dig into OS X for hidden images and icons.

Quickly Access the Sound and Displays Preference Panes

If you're a laptop user who opens the Sound and Displays preference panes a lot—to change sound input or adjust a secondary monitor's position, for example—you may be interested in undocumented shortcuts that take you directly to them from any application.

On your iBook or PowerBook, you can open either preference pane by holding down the option key and then pressing one of the volume- or brightness-controlling function keys (for Sound and Displays, respectively). So option-F1 or -F2 will open the Displays pane, and option-F3, -F4, or -F5 will open the Sound pane. If you have a desktop Mac and an Apple keyboard with volume controls, you can hold down option and press any of the volume keys at the top of the keyboard to open the Sound pane. Unfortunately, there's no shortcut to the Displays pane for desktop Mac users.

Numerically Order Terminal File Listings

Working with numbered files in Terminal is somewhat frustrating because the app doesn't properly sort the files in directory listings. Consider a simple directory containing 20 versions of a graphic—Logo-version 1, Logo-version 2, and so on. If you use the `ls -1` command (which lists one file per row of output) on this directory, you'll see something like this:

```
Logo-version 1
Logo-version 10
Logo-version 2
Logo-version 20
Logo-version 3
```

If you're tracking revisions, or otherwise looking for a file in a large group of files, this manner of sorting can be problematic. However, using Unix's ability to combine simple commands via the pipe (|) symbol, you can display files in numerical order, with *2* following *1*, and so on.

The key to this trickery is the `sort` command, which does what its name suggests—it sorts what it's given as input. Adding the `-n` option will sort data numerically. `sort` also needs to know which portion of the data you'd like it to sort by. You direct it by specifying a starting point within the string of text to be sorted, stated in terms of a field number and then a character position within that field. Fields are groups of characters separated by spaces; in this example, there are two fields in the file name. The first field (numbering starts 0, not 1) is the *Logo-version* portion of the file name (or field 0). The second field (or field 1) is the version number. You don't need to specify a location number within a field unless you want the sort command to start somewhere other than the beginning of the field.

Putting it all together, to sort the example output in numerical order, you'd type `ls -1 | sort -n +1`, which means "print a directory list, send its output to sort, and sort it numerically by the second field." When you run the command, you'll get a nicely organized list of your files that begins like this:

```
Logo-version 1
Logo-version 2
Logo-version 3
```

You can also use the optional character position for sorting numbered files that are lacking spaces in their names. For instance, for a series of files named ClientStuff1.txt, ClientStuff2.txt, and so on, you'd use the command `ls -1 | sort -n +0.11`. Since there are no spaces in the file names, there's only one field (field 0), and the numeric portion of the file names starts at the 12th character (position 11, since numbering starts at 0).

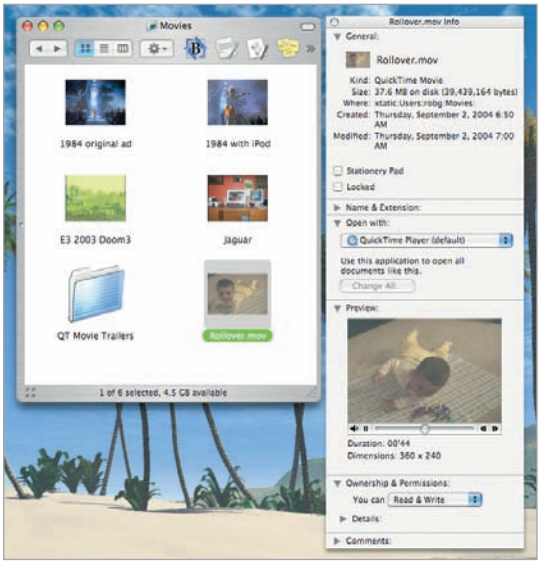
CHECK IT OUT

"Wreck a Nice Beach" in Less Space

If the title of this tip makes no sense to you, it may help to know that part of it was in the code name for the Apple project that added speech recognition to Mac OS—just say the part in quotation marks quickly, and you'll see why.

In any event, if you use speech recognition, you're quite familiar with the floating bubble that lets you manage the process. Unfortunately, if you're working on a small screen, the bubble often winds up exactly where you don't want it to be. But it doesn't have to be that way. You can minimize the speech bubble. Just double-click on the gray-lined area just below the middle, and the bubble will glide into the Dock.

Don't worry—speech recognition will work just as it did before. In fact, the docked icon updates when you press the speech-activation key and speak.



A Window with a View Using the Inspector window, you can reap the benefits of column-view windows—with previews of sounds and movies—without having to change from list- or icon-view windows.

Move (Don't Copy) Files between Disks

If you have more than one hard drive or partition in your Mac, you probably know that dragging an item from one volume to another copies it instead of moving it. If moving is what you're after, you need to copy the item and then delete the original.

An easier way to achieve the same result is to start the process as usual (click and drag the item), but before you release the mouse button at the destination, hold down the 1 key. Now take your finger off your mouse, and the Finder will take care of moving the file from the source to the destination—saving you the trouble of removing the original.

Use the Inspector to View Previews

The Finder's column view is a great way to see a bunch of information about a selected file. You can even play movies and sounds directly from column view. But if you prefer icon or list view, why should you have to give up the benefits of column view?

You probably know about OS X's Get Info window (1-I or File: Get Info, with any item selected in the Finder), whose Preview area will allow you to play audio and video files. However, opening a Get Info window for each file you want to preview is time-consuming and wastes screen real estate.

Get Info has a more powerful cousin called the Inspector, which you activate by pressing 1-option-I with an item selected in the Finder. The Inspector looks just like the Get Info window, but it's dynamic. As you select new files in the Finder, the contents of the Inspector window change to reflect the current selection, so you can easily access previews of all your files while still benefiting from icon- and list-view windows. Just open the Inspector in an unused portion of your screen, and leave it there while you browse (see "A Window with a View"). That way, when you want to preview a video or listen to an audio clip, it's just a mouse click away. □

ICONS BY PAUL HOWALT

UNIX TIP OF THE MONTH

Images Are Everything

OS X is a treasure trove of hidden icons and images that you can use for everything from presentations to folder icons to desktop pictures. Hunting for these hidden images, however, can be frustrating. Most are stashed within an application's bundle, or in hidden Unix directories—neither of which is easily searchable from the Finder. And that's where Terminal comes in handy.

Your first step is to make sure that Unix knows where on your system all the files are. A Unix program called locate creates a list of files on your machine and allows you to search that list, and it runs automatically at regular intervals—if you leave your Mac on all the time. To update the file list by hand, open Terminal and type `sudo /usr/libexec/locate.updatedb`, press return, enter your admin password, and go grab a snack—the update will take several minutes to run.

The key to treasure hunting with locate is to combine it with grep, a Unix program that matches patterns in text strings, such as file names and directory paths. Say you want to find all the TIFF images related to Apple's iSync application. Just type `locate ".tiff" | grep "iSync" | more` and press return. This complex search command is actually relatively simple. First, locate is used to find all *.tiff* files on your machine. That long list, which you won't see, is then sent (via the Unix pipe symbol) to grep, which looks for the word *iSync.* Finally, those results are sent to the program more, which does nothing more than pause the output after each screenful. Presto, you've got an instant list of every TIFF file related to iSync. To open any of the images in Preview, copy and paste an entire row from the list in Terminal with the command `open "filepath"`. Press return, and the image opens in Preview.

There's additional syntax for the locate program that's very useful. If you run `locate \* | more`, you'll see the entire contents of the locate file. This will help you overcome a key limitation of locate—the fact that it's case sensitive. So a search for *.TIFF* will find different files than a search for *.tiff.* To work around this case sensitivity, you can use the `grep` command, which lets you ignore case. Say you're looking for folder icons in the System folder. You're not sure exactly how these icon files are named, but you're guessing that they have *folder* somewhere in their names. Try this command to see them all: `locate \* | grep -i "folder" | grep -i ".icns" | grep -i "System" | more`.

This is the same as the first example, except it takes a few more trips through grep. First, you're searching the entire file for *folder,* with the `i` flag, which tells grep to ignore case when searching. This list is then searched for *.icns,* again in a case-insensitive manner. Finally, the command finds any remaining lines that contain *System,* this time paying attention to case, since you want to search the System folder (see "Show Me the Icons").

```
vi rc.mine — more — 104x35
~ [robg]: locate \* | grep -i "folder" | grep -i ".icns" | grep System | more
/System/Library/CoreServices/Finder.app/Contents/Resources/new_folder.icns
/System/Library/CoreServices/OBEXAgent.app/Contents/Resources/Folder.icns
/System/Library/CoreServices/OBEXAgent.app/Contents/Resources/NewFolderButton.icns
/System/Library/CoreServices/SystemIcons.bundle/Contents/Resources/AppleMenuFolderIcon.icns
/System/Library/CoreServices/SystemIcons.bundle/Contents/Resources/ApplicationsFolderIcon.icns
/System/Library/CoreServices/SystemIcons.bundle/Contents/Resources/ApplicationSupportFolderIcon.icns
/System/Library/CoreServices/SystemIcons.bundle/Contents/Resources/AssistantsFolderIcon.icns
/System/Library/CoreServices/SystemIcons.bundle/Contents/Resources/ClassicSystemFolderIcon.icns
```

Show Me the Icons A few Unix commands can help you quickly find hidden treasures in OS X, such as this list of folder icon files in the System folder.

Contributing Editor ROB GRIFFITHS is the author of the recently released *Mac OS X Power Hound, Panther Edition* (O'Reilly, 2004) and runs the Mac OS X Hints Web site (www.macosxhints.com).

Mac OS X Hints

Use Font Book to compare several fonts, modify an iMovie clip's speed more dramatically, delete iTunes artwork, make OS X move in slow motion, change the behavior of OS X's crash reporter, create an icon-only sidebar, and control a file's sort order in the Finder.

Compare Fonts Using Font Book

If you use Apple's Font Book to manage your fonts in Panther, you may have found that comparing two fonts is difficult—especially when those fonts aren't close to each other alphabetically (Arial and Times, for example). You have to scroll from one to the other, and the preview of one font disappears when you click on the next. Here's an easy but often overlooked solution: double-click on the name of any font in the Font column, and a preview of that font will open in its own window—you can open as many fonts as you want in this manner. Unfortunately, you can't highlight multiple fonts to open with one double-click, so you'll be doing a lot of clicking if you have many fonts to compare.

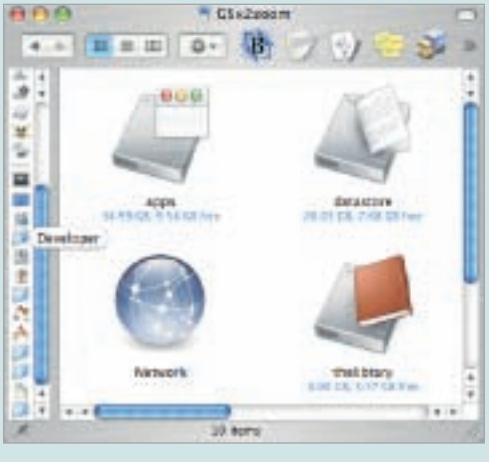
Set Skinny Sidebars

One of OS X 10.3's new features is the sidebar, a storage area for drives, files, folders, and applications that lives on the left edge of every Finder window. Though useful, the sidebar can take up quite a bit of screen space—especially if you use a small-screen PowerBook or iBook. One option is to disable the sidebar completely by double-clicking on the divider that separates it from the window's contents, but there's a middle ground.

You can make the sidebar less intrusive by dragging the divider bar slowly to the left. As you do so, you'll notice a point at which the bar jumps and locks into place with just the sidebar icons visible (see "Sidebar Sliver"). "Great," you're thinking, "but I can't tell what any of those icons are." Not to worry—position your cursor above any of the icons, and its name pops up without delay. This even works when you're dragging and dropping, so it's easy to see exactly which icon you're selecting.

Another option is to alter the folders in your sidebar with custom icons. You can find great icon collections at http://interfacelift.com/icons-mac/ and www.iconfactory.com.

A skinny sidebar offers the same advantages as a wider one, while conserving precious screen real estate. If you want to return to a normal-width sidebar, just drag the divider bar back to the right.



Sidebar Sliver With a simple drag to the left, you can force the sidebar into super-skinny mode. When you move your mouse over a sidebar icon, you'll instantly see the full name of the file or folder.

Stretch and Condense Time in iMovie

If you've used iMovie, you've probably used the Clip Speed slider below the timeline to speed up or slow down a particular video clip for a neat effect. But what if you've already moved the slider to either extreme, and you want to adjust the clip's speed even further?

You can reset the slider by applying any video effect—and you can do so without actually adding any effects to your clip. Select your modified clip in the timeline and click on the Effects button. Look for an effect that has a None option, such as Earthquake, Letterbox, or Soft Focus. Set the slider(s) for the chosen effect to None; then click on Apply. iMovie will render the effect onto your clip, which will not change it at all. However, when you're done, you'll find that the speed slider has been reset and that you can now further increase or decrease the speed of your clip.

Remove iTunes Cover Art

iTunes' ability to attach an album cover to each song in your collection is a great feature. But you may not realize that each of those covers is actually embedded in the music file on your hard drive—and those covers can take up a significant amount of space. Removing a cover from a song purchased from the iTunes Music Store reduced that song's file size from 3.8MB to 3.3MB. While half a megabyte may not seem like much on the spacious 160GB hard drive in your G5, it's quite a bit when you're trying to cram songs onto a first-generation, 5GB iPod.

If you'd like to save some space, you could open the Get Info window for each song in iTunes, click on the Artwork tab, click on the album cover, and then click on Delete and OK. But, needless to say, if you've got a few thousand songs with artwork, this will take a very long time. Here's a much quicker solution:

Select a number of songs at once in the iTunes library, and then select File: Get Info. iTunes will ask whether you're sure you want to edit information for multiple songs (unless you've disabled this warning); click on Yes. In the resulting dialog box, the Artwork field is empty. To remove the artwork from all the selected songs at once, simply put a check mark in the box next to the Artwork field (see "Art, Begone") and click on OK. Although you seem to be enabling artwork, you're actually enabling blank artwork—in other words, deleting it.

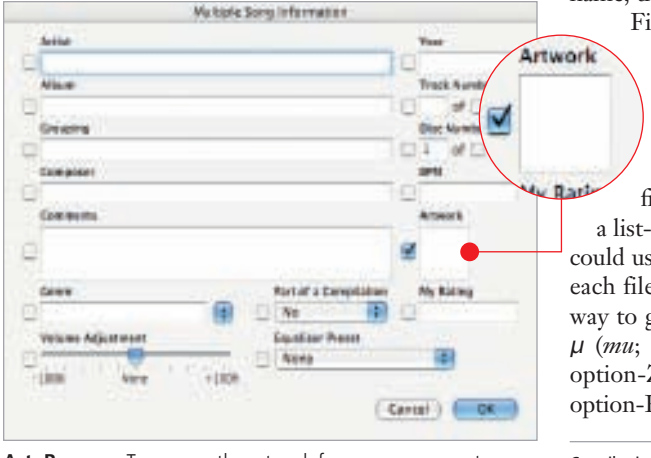
If you miss the album artwork, you can use an application such as Sprote Rsrch.'s free Clutter (www.sprote.com), which can display artwork on the desktop without adding it to your music files.

Slow Down OS X's Movements

Have you ever seen OS X move in slow motion? During Apple keynotes, Steve Jobs often shows a window slowly and gently gliding into or out of the Dock. Even if you've seen this effect, you may not know just how pervasive it is in OS X. It's also amazingly simple to do yourself.

To make a graphical effect move in slow motion, just hold down the shift key before you activate the effect. For example, hold shift and then click on the minimize (yellow) button in any window, and watch the window creep into the Dock (this also works when you maximize the window again). For real fun, launch Safari (or any Cocoa application) and open six or seven new windows. Minimize all of them to the Dock, and then shift-option-click on any one of the minimized windows. You'll be treated to a visual feast as all the minimized windows return to the screen in super–slow-mo mode.

But the slow-motion fun isn't reserved for minimizing and expanding windows. How about Exposé? Sure. Hold shift and press F9 or F11. Switching Address Book's view mode from Card and Columns to Card Only (the top left buttons)? Yep. The iTunes Music Store? Shift-click on the blue arrows at either end of the New Releases, Exclusives, and other home page areas. System Preferences? Shift-click on any icon. Mail? If you use threaded views, shift-click on the blue "expand thread" arrow. The login window? Just shift-click on any user name.



Art, Begone To remove the artwork from many songs at once, just put a check mark in the box next to the Artwork field in the Multiple Song Information dialog box.

Control the Finder's File-Name Sort Order

Before OS X, the tricks for controlling the Finder's file-name sort order were pretty simple. For instance, if you added a tilde (~) to the beginning of a file name, that file would move to the bottom of list-view Finder windows. Adding a space or an underscore would move the file to the top of a list.

In OS X, the rules have changed. The characters that moved files to the bottom of a list in OS 9 now move files to the top of a list. What can you do if you want a certain file or group of files to appear at the bottom of a list-view window? If you're using OS X 10.3, you could use the Labels feature to assign a color label to each file, and then sort by label. But there's another way to go: you can use one of three Greek letters—μ (*mu*; option-M), π (*pi*; option-P), or Ω (*omega*; option-Z)—or (the Apple-logo character; shift-option-K) to force that file to the end of the list. □

Contributing Editor ROB GRIFFITHS is the author of the forthcoming *Mac OS X Power Hound, Panther Edition* (O'Reilly, 2004), and he runs the Mac OS X Hints Web site (www.macosxhints.com).

ICON BY PAUL HOWALT

UNIX TIP OF THE MONTH

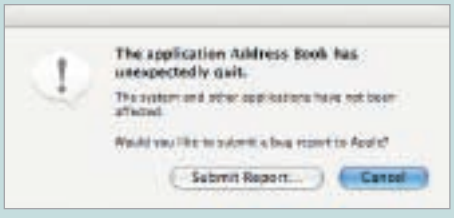
Banish the Crash Reporter

Though OS X is a very stable operating system, applications themselves will occasionally up and quit, presenting a dialog box when they do so (see "Crash Boom Bam"). As nice as this dialog box is, it may interfere with the operation of your Mac—for instance, if you want to automatically restart the crashed application via an AppleScript, you need some way to remove the dialog box. Or perhaps you simply find it annoying when the system reminds you that your three-hour video project has just vanished into thin air. In either case, here's how to banish the dialog box:

Open Terminal and type `defaults write com.apple.CrashReporter DialogType none`, and then press return. From now on, when applications unexpectedly quit, you won't receive any notice at all.

If, on the other hand, you're a good Mac citizen who uses the Submit Report button to send crash reports to Apple, you might prefer to run this command with `crashreport` at the end instead of `none`. When an application unexpectedly quits, you'll be taken directly to the crash submission form.

Finally, if you'd like to bring the standard crash dialog box back, use the previously mentioned command with `prompt` as the last word.



Crash Boom Bam You've probably seen this crash dialog box. Using Terminal, you can prevent it from appearing or opt to go directly to the bug-submission form after crashes.

Mac OS X Hints

Unlock certain compressed Windows files, create a keyboard shortcut for making .zip archives, pause playback of animated GIFs, enable page scrolling in Safari and Mail, use Terminal to check the time in distant lands, and look up your Address Book contacts with Google.

Open Certain Compressed Windows .exe Files

When you come across a Windows self-extracting zip file—an archive that may contain Mac-compatible files wrapped in a seemingly unusable Windows executable file—you needn't fret. If you receive one that you're reasonably confident is a zip archive file (a PDF manual from Nikon, for example), here's something you can try.

Change the file's extension from *.exe* to *.zip*, and then drop it on Allume Systems' free StuffIt Expander (www.stuffit.com)—OS X's built-in zip expander can't handle these files. If the file is nothing more than a zip archive in disguise, it will expand into the uncompressed contents of the archive.

If you're comfortable in Terminal, however, you can use the `unzip` command—without first renaming the file. Just make sure that you're in the same directory as the file, and type `unzip filename.exe`.

Create a Keyboard Shortcut for Making .zip Archives

One of OS X 10.3's nice features is that it lets you create keyboard shortcuts for most of the Finder's menu items. Click on the Keyboard Shortcuts tab of the Keyboard & Mouse preference pane, click on the + (plus-sign) button, select the application you want to modify from the pop-up menu that appears, enter the exact menu title, and then press a combination of keys to create the shortcut.

But when you try to add a shortcut for creating .zip archives, it doesn't seem possible—when you select an item to compress, the menu item (in the File menu) is Create Archive Of, followed by the name of the selection. So how do you enter a changing selection name in the Keyboard Shortcuts panel?

Well, you don't. To create a .zip-archive shortcut, specify the Finder as the application and then just type `Create Archive` in the Menu Title box. Assign your keystrokes (1-control-shift-Z, for instance) and click on the Add button. To make your new shortcut take effect, you'll need to restart the Finder. You can do this by logging out and then back in, or through the Force Quit dialog box. Just press 1-option-escape, select Finder in the list, and then click on Relaunch.

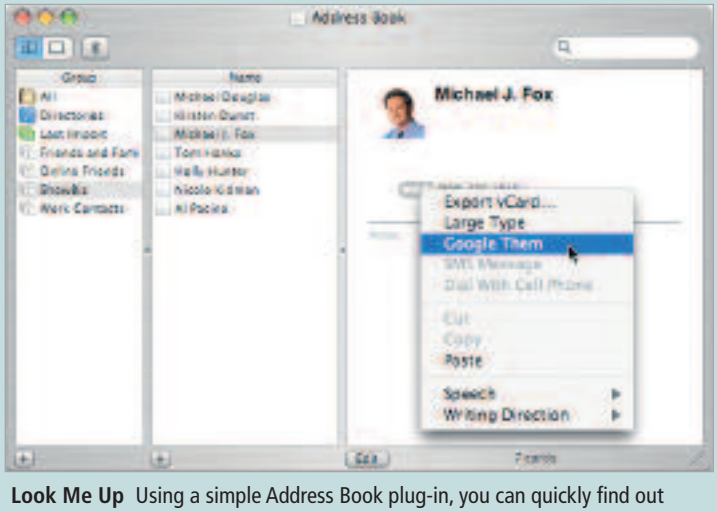
You should now have a keyboard shortcut next to the Create Archive menu item, and OS X will simply add the selection name as needed when you execute the command (see "Zip It Quick"). From now on, creating a .zip archive is as simple as highlighting something in the Finder and pressing your magical key combination.

CHECK IT OUT

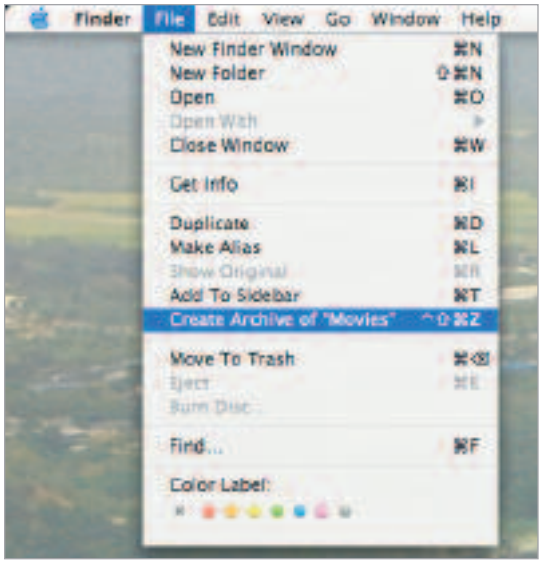
Google Your Contacts

Ever want to quickly run a Google search on one of the contacts in your Address Book list? Download our script at find.macworld.com/0272, and then drop it into the *your user folder*/Library/Address Book Plug-Ins folder (if this folder doesn't exist, create it).

Now launch Address Book and control-click on any contact's phone number. You'll see a Google Them option in the pop-up menu (see "Look Me Up"). Select it to open Safari, load Google's page, and start searching for your contact's name. If you want something more interesting than a Google Them label on the pop-up menu, you can change it by editing the words inside quotation marks in the line that reads `return "Google Them"` in the script. (You'll have to have a phone number entry for your contacts, as you can't associate a script with the Name field.)



Look Me Up Using a simple Address Book plug-in, you can quickly find out what Google knows about any of your contacts.



Zip It Quick Save yourself some time by adding a keyboard shortcut to OS X's built-in tool for creating .zip archives.

You can use this trick for most other menus that change with the Finder selection; just ignore the variable piece at the end and type in the core of the menu item's name.

Pause Playback of Animated GIFs

Many people think that animated GIFs were one of the worst inventions of the early days of the Internet. However, when used properly, those animations can convey information that would be difficult to get across in other ways. For instance, The Imaging Resource (http://imaging-resource.com), a digital-camera–review Web site, uses animated GIFs to show the different overlays on each camera's LCD screen. A problem, though, is that the animations blink by so quickly, you can't really get a good view of any individual screen.

To temporarily pause any animated GIFs on a page, you can either click on and release a top-level menu such as File or Edit (which may obscure part of the page you're trying to see), or just click and hold the mouse button on the scroll bar's thumb (the part that moves). As long as you have the mouse button down, the animated GIFs won't play. Release the mouse button, and the GIFs will go back into action.

If you'd like to really study a particular animated GIF, however, drag it to your desktop and open it in Preview. You'll then be able to view each frame as a separate image that you can browse with the Page Down and Page Up buttons.

Take Advantage of Page Scrolling in Safari and Mail

Both Mail and Safari suffer from the same scrolling bug: the page-up and page-down keys don't seem to work just where they would seem to be most useful.

In Mail, for example, if you have a long list of messages, pressing page-up or page-down won't let you scroll through them quickly—those keys affect only the message displayed in the preview pane, not the message list.

And in Safari, if you're viewing your bookmarks or browsing history, page-up and page-down don't work at all. You have to use the arrow keys (or your mouse) to move around these potentially long lists.

But a hidden keyboard shortcut can save you scrolling time in either application. Press and hold the control key before you press page-up or page-down, and you'll find that you get page-at-a-time scrolling—just as you would have expected the keys to perform when used on their own. □

Contributing Editor ROB GRIFFITHS is the author of *Mac OS X Power Hound, Panther Edition* (O'Reilly, 2004) and runs the Mac OS X Hints Web site (www.macosxhints.com).

ICONS BY PAUL HOWALT; PHOTOGRAPH BY PETER BELANGER

UNIX TIP OF THE MONTH

Check the Time around the World

Do you have friends scattered about the globe? And do you have trouble remembering whether it's yesterday or tomorrow in Australia? Terminal and some handy commands can help you avoid accidentally calling a friend in the middle of the night.

OS X includes time-zone information for a huge number of locations. To see what's available, open Terminal, type `cd /usr/share/zoneinfo`, and press enter. Then type `ls` and press enter. (You can find the same information in the Finder if you select Go: Go To Folder and type `/usr/share/zoneinfo` in the Go To The Folder box.) You'll see a large list of directories and files. Within the folders are the names of cities in each geographic area—Europe contains Amsterdam through Zurich, for example.

Now that you're suitably impressed by the collection of time zones, how can you put this data to good use? By employing the `env` command and the `TZ` variable, which sets the working time zone for your machine. The `env` command lets you run any other command with environment settings that may differ from those you currently use. To put it another way, `env` lets you run programs in a mode that differs from the mode in which you would normally run them. In this case, we're going to set the `TZ` variable so that `env` thinks we're in a new time zone, and then have `env` run the normal Unix date command as if we were in that time zone.

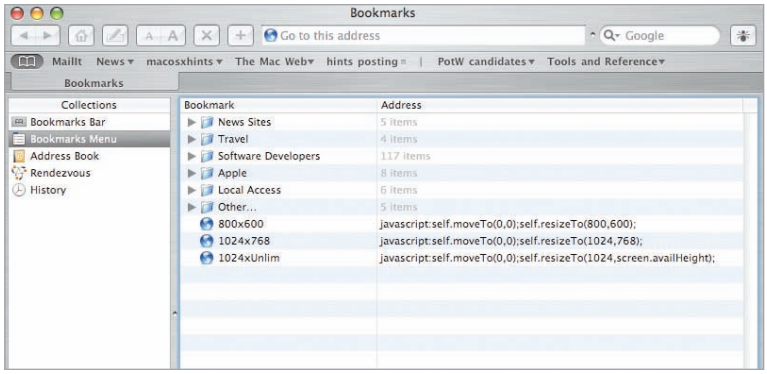
The `TZ` variable is defined by the names of the files and folders in the /usr/share/zoneinfo folder—the folder name comes first, then a slash, and then the city name within the folder. So to see the date and time in Reykjavik, Iceland, you'd type `env TZ=Atlantic/Reykjavik date`.

Press enter to see the current date and time as if your machine were located in Reykjavik. To change locations, just repeat the command with a new folder and city—`env TZ=US/Hawaii date`, for instance. If you check times around the world often, you might want to use an alias to make it easier. Using a Unix editor or a pure text editor, open the invisible .bash_profile file at the root of your user folder (or create it if it's not there already). Add an alias line for each location you want to create—for example, `alias hawaii='env TZ=US/Hawaii date'` for Hawaii.

Save the file, quit the editor, and then type `source .bash_profile`. Press enter. Now type your alias (`hawaii` in this example) to see the date and time for the location.

Mac OS X Hints

Check Web-page designs in browser windows of various sizes, move the Dock out of the way, avoid a destructive feature in the Find window, scroll through directories in Cocoa apps' file dialog boxes, colorize your Finder's sidebar, disable Personal File Sharing's guest access, and select multiple desktop photos in iPhoto.



Unsupersize Me
A simple JavaScript bookmark can resize your browser window to any size you want, anytime. Now testing your latest Web-site design in a small browser window is just a click away.

Check Web-Page Designs at Various Browser Widths

Are you a Web designer, or do you do design work that winds up on Web sites? If so, you might like this handy method of testing your work at various screen sizes. Launch Safari (or your favorite browser) and create a new bookmark. Most browsers will require that you bookmark a specific site. In Safari, open a site and then choose Bookmarks: Add Bookmark. Give the bookmark a name that will help you remember the screen size, such as 800x600 or 1024x768. Next, edit the address of the bookmark—in Safari, go to Bookmarks: Show All Bookmarks and navigate to your newly created bookmark. Change the Address portion of the bookmark to `javascript:self.moveTo(0,0);self.resizeTo(800,600);` (see "Unsupersize Me").

Open any page in Safari and select the bookmark. You'll see that page in an 800-by-600-pixel browser window. You can then duplicate this bookmark and create other sizes as needed; just change the name and the relevant code. When you're done, move your new bookmarks to a convenient location; then click on them when you want to test your pages at different resolutions.

Banish the Dock without Killing It

Are you one of the many people who think that one of the worst parts about OS X is the Dock? You can kill the Dock for good with relative ease, but if you do so, you'll lose a number of other services, such as Exposé, the ⌘-tab application switcher, changeable desktop pictures, and Dock notification of new Mail messages.

A much better solution is to make the Dock basically invisible but keep it around. You can do this by positioning the Dock at the top of the screen (yes, the top) and then hiding it. But how do you move the Dock to the top, since the Dock pane lets you position it only on the left, bottom, or right? If you'd like to take the easy way, download a copy of the free TinkerTool (www.bresink.de/osx/), which can handle the task. Of course, you'd rather know how to do this using Terminal.

To start, make sure the Dock isn't hidden (Apple menu: Dock: Turn Hiding Off); then launch Terminal and type `defaults write com.apple.Dock orientation -string top`.

When you press enter, nothing *seems* to happen. Although you've changed a hidden preference setting, you need to restart the Dock in order to actually move it to its new home. To do so, open Activity Monitor (in Utilities) and click once on the Dock entry in the Process Name column. Click on the red Quit Process button, and then click on Quit in the resulting dialog box. When you do, you should see the Dock vanish and then reappear at the top of the screen (the Dock autorestarts when quit). The last step is to enable Dock hiding again via the Apple menu.

And that's it—you're done. The Dock is now "hiding" above your menu bar, and you'll find that it's nearly impossible to accidentally activate the Dock with the mouse. To do so, you have to hover in a very thin region just below the menu bar—or you can do it easily, by pressing ⌘-option-D to unhide the Dock. If you ever want the Dock back in one of its usual positions, just choose one from the Apple menu's Dock option—the Dock will return to the chosen location without requiring that you restart it.

Avoid a Bug in the Finder's Find Window

Macs are known for consistency of design. Things just work as you expect them to, nearly all the time.

Here's one case where they *don't* work as expected, and the results could be disastrous. If you use the Finder's Find window and search in Specific Places, you need to be aware of this gotcha.

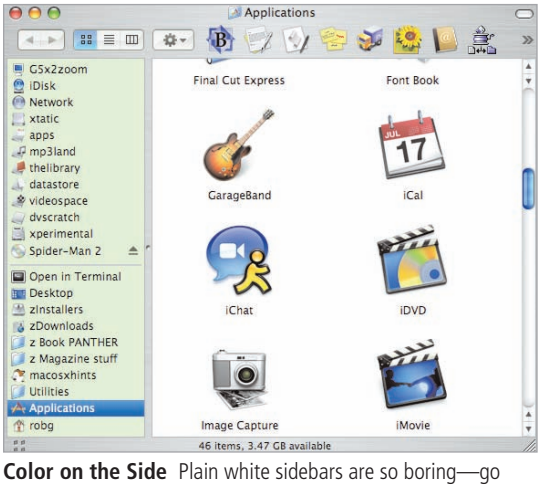
Being the good Mac user that you are, you're probably quite accustomed to drag and drop. With Specific Places selected, you can drag items into the window to add them to the list. You may think this means you can also drag them out, but that doesn't appear to be the case—drag an item out and drop it on the Finder, and it just springs back into the box.

With a little work, you might discover that you can remove items by dragging and dropping them onto the Dock's Trash icon. "Perfect," you think—but not so fast. What you've just done is to drag your original folder (or disk volume) into the real, actual Trash. Empty it now, and you could be in real, actual trouble.

The moral of the story: Do not drag and drop items from the Specific Places search box to the Trash. Use the Remove button.

Scroll through Directories in Cocoa Apps' File Dialog Boxes

If you're using a Cocoa application such as TextEdit or Mail, you can use this little trick to browse the available folders within a given folder: First, select either Open or Save As. Next, press ⌘-shift-G to bring up the Go To The Folder drop-down menu. Type a path, such as `~/` for your Home directory, and then press option-escape. The Go To The Folder window will then populate with the first available folder within that directory. Each press of option-escape after that takes you to the next folder. To move backward through the list, press shift-option-escape (which is much easier to do if you press the shift key on the right side of the keyboard with your right hand).



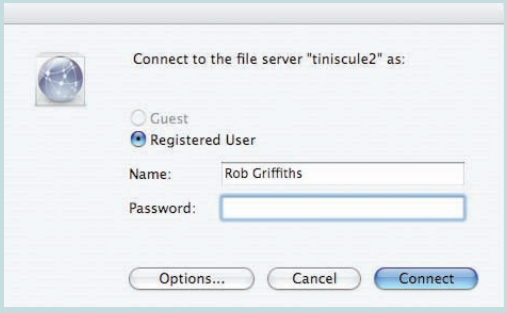
Color on the Side Plain white sidebars are so boring—go ahead and colorize yours (as long as you're comfortable editing files and working in Terminal).

ICONS BY PAUL HOWALT

UNIX TIP OF THE MONTH

Disable Guest Access to Your Mac

In the pre–OS X days, an easily accessible option let you disable guest access to your computer with Personal File Sharing running. With the advent of OS X, however, that easy option vanished—anyone can connect to your machine and see what's in your Public folder (even if it's just your Drop Box, where someone can secretly add a file to your computer). If you're extremely security conscious, you can disable guest access.



No Guests Allowed Disabling Personal File Sharing's guest-access mode in Terminal will give visitors a grayed-out Guest button—letting them know that your Mac is reserved for registered users only.

Open Terminal and type `cd /Library/Preferences`. You'll be editing a system-level preferences file, so it's a good idea to make a backup first by typing `sudo cp com.apple.AppleFileServer.plist com.apple.AppleFileServer.bak`.

Next, use a Unix text editor such as pico to edit the file. Open the file by typing `sudo pico com.apple.AppleFileServer.plist` and providing your password when asked. Press control-W to search, type `guest`, and press return. You should see these lines:

```
<key>guestAccess</key>
<true/>
```

Change `true` to `false`. Press control-O and then enter to save the file, and control-X to exit. To make your changes take effect, you need to restart Personal File Sharing. You could do this via the GUI, of course (in the Sharing preference pane), but since this is a Unix hint, here's the command-line solution: `sudo killall -HUP AppleFileServer`.

Now when someone tries to connect to your computer, the Guest option won't be available (see "No Guests Allowed").

Colorize the Finder's Sidebar

The sidebar in OS X 10.3's Finder makes navigation quick and easy, and it always gives you a visual reference to exactly which volume or folder you're in. But it's also amazingly boring. It's white, and you can't jazz it up with pictures or color, as you can an icon-view folder. Or can you? Although you can't add an image, you can colorize the sidebar in OS X 10.3.5 or later—if, that is, you're willing to get your hands dirty under the Finder's hood (see "Color on the Side").

But before you go any further, keep in mind that this type of hacking has the potential to destroy your Finder. So proceed with caution, and follow these directions carefully.

Navigate to System: Library: CoreServices: Finder; then control-click on Finder and select Show Package Contents. In the new window that opens, drill down to Contents: MacOS. You'll find

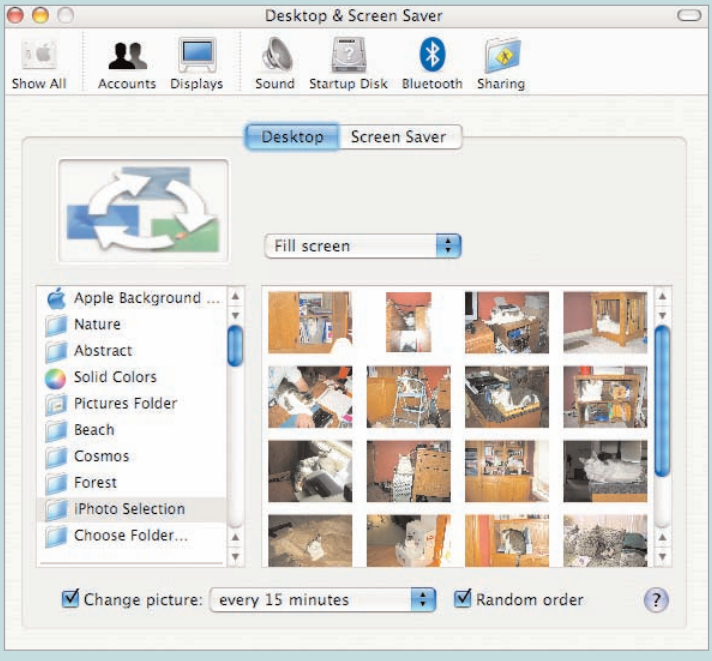
CHECK IT OUT

Select Multiple Desktop or Screen-Saver Images in iPhoto

iPhoto lets you easily set your desktop to anything you'd like—just click on the desired desktop image and then click on the Desktop button. But do you know that there's some simple magic hiding just below iPhoto's interface?

Instead of selecting one picture, hold down ⌘ (to choose noncontiguous images) or shift (for contiguous images) to select more than one. Now click on the Desktop button. Open the Desktop & Screen Saver preference pane, and you'll find that your desktop is now set to rotate through the pictures in your iPhoto Selection (see "iPhoto Magic"). If you click on the Screen Saver tab, you'll also find that your screen saver is set to use the same iPhoto selection.

You can update your selection of images in iPhoto at any time; when you click on the Desktop button, the newly chosen photos will replace the existing set.



iPhoto Magic Selecting multiple pictures and clicking on iPhoto's Desktop button is an easy way to create a varied collection of desktop images without creating a special album.

just one file, called Finder. Option-drag the file to copy it to your desktop as a backup, and rename it Finder Backup to be sure you know what it is. Now option-drag the original Finder file again to create another copy. Name this one Finder Modified. Leave the original Finder package window open; you'll need it later.

For the next step, you'll need the free HexEdit (http://hexedit.sourceforge.net). Download and launch HexEdit and then open the Finder Modified file. Your screen will fill with what looks like a bunch of gobbledygook, but what you're actually looking at is the Finder's executable code. Select Find: Go To Address, enter `0029EB10`, and then click on the Go button. Your screen will jump, and the cursor will start blinking just before a series of six FF character sets. These six positions control the color of the Finder's sidebar, and six FF pairs indicates white.

Your next task is to find a color you like. The easiest way to do this is with the DigitalColor Meter (in Applications: Utilities). Set the pop-up menu to RGB As Hex Value, 16-Bit and start moving your mouse over icons, desktop pictures, or anything else with a color you might like (leaving DigitalColor Meter as the active application). When you see one you like, press ⌘-shift-H to lock the color, and then write down the 12 characters that appear next to the R, G, and B letters. For instance, if you picked a light red as your color, you might see C2C2 next to R, E2E2 next to G, and E4E4 next to B.

Switch back to HexEdit and highlight all six of the FF pairs—but no more than that. Now just start typing your new color string; in this example, that would be `C2 C2 E2 E2 E4 E4`. Replace *only* those six pairs of FF letters. When you're done, save the file and quit HexEdit—and make sure you have a copy of Terminal in the Dock (I'll explain why in a minute).

The last step is the scariest. First, drag the original, unmodified Finder from its home in the Finder's MacOS folder to the Trash. Type your admin password when prompted. Next, rename your Finder Modified file as Finder, and then move the renamed file into the MacOS folder (select Authenticate if prompted; then enter your admin password again). That's it. To activate the changes, you can either log out and back in, or restart the Finder either by using Activity Viewer or by typing `sudo killall Finder` in Terminal.

If all went well, the Finder will relaunch, and you will see your new, nicely colored sidebar. If things didn't go well, you probably don't have a Finder at all. But have no fear—just click on the Terminal icon in the Dock (without a Finder, you won't be able to open it any other way) and move to the folder containing the Finder Backup file you created (`cd Desktop`, since you put it on the desktop). Now type these two commands, pressing return after each:

```
sudo rm /System/Library/CoreServices/Finder.app/Contents/MacOS/Finder
sudo cp "Finder Backup" /System/Library/CoreServices/Finder.app/Contents/MacOS/Finder
```

The first command will remove the bad Finder, and the second will copy the good original back to its proper spot. Click on the Finder icon in the Dock, and you should once again have a happy and healthy Finder. □

Contributing Editor ROB GRIFFITHS is the author of the recently released *Mac OS X Power Hound, Panther Edition* (O'Reilly, 2004). He also runs the Mac OS X Hints Web site (www.macosxhints.com).